















VOCABULARY-BUILDING SPELLER

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# VOCABULARY—BUILDING SPELLER

BY  
A. MEYER

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## AUTHOR'S PREFACE

MEYER'S *Vocabulary-building Speller* is precisely what its name implies, a speller that builds a vocabulary.

An educated man's vocabulary does not consist merely of those terms peculiar to his particular business or profession; it embraces whatever other interests he may have, family, recreation, government. The average vocabulary is much greater than is generally believed. Including the words in the *cat-the-and-which* class, the average American vocabulary must approach three thousand. This book contains five thousand above the sixth grade. Allowing for the variants of those words which will be learned because of analogy, it will give a man a vocabulary of perhaps ten thousand; that is, one who understands the meaning and use of *admire*, for instance, also understands *admiring*, *admired*, *admirer*, *admirable*, *admiration*. Here are six words, of which only one, *admirable*, is given in this text because it was felt that the root would have been learned in the lower grades. This form was selected because of the double doubt arising in the speller's mind as to whether the final *e* of *admire* should be retained, and whether the suffix should be spelled *-able* or *-ible*.

This book has not been compiled with a view to placing first those words which are easiest or shortest. In the first place many long words are more easily spelled than other shorter ones; and in the second place a word that is hard for one person may be easy for another, as whether to use an *e* or an *i*, an *s* or a *c* often makes common words difficult to the best spellers. For this reason the words have been selected and arranged according to their commonness of use.

The whole effect of the text is cumulative through repetition in definition and sentence. If a word used in a definition or sentence is unusual or is difficult to spell, it in turn is included in the words to be spelled in that lesson, unless it has been given in an earlier lesson; thus the pupil learns the use of one word through the definition of another and has the additional advantage of constant review of the words already learned.

Of course it has not been possible in defining the words to give all of the meanings, this being a speller and not a dictionary, but the common business interpretation of the word has been given, and throughout an effort has been made to encourage frequent reference to the dictionary.

The pupil is also taught the necessity for correct syllabication. Pronunciation is indicated by it, the short vowel attracting the consonant, the long vowel usually final in the syllable. In the instances where it has been thought necessary to show pronunciation it has been done by phonetic spelling.

Each of the first sixty-five lessons has an introductory *aid*. These are designed for the pupil with the analytical mind. The one whose memory exceeds his reasoning powers will disregard them.

Of the five thousand words in the speller, fifteen hundred (twelve in each lesson) are merely to be spelled, divided, and pronounced; three thousand (twenty-four in each lesson) are to be spelled, divided, pronounced, and defined; and five hundred (four in each lesson) are to be spelled, divided, pronounced, defined, and used. The words in each group are arranged alphabetically.

A. MEYER

## INTRODUCTION TO THE STUDENT

THIS introduction is for students. I hope every student who uses this text will read it. It contains a vital message.

Those who read this introduction will understand its importance. To those who do not read it, this great text may be nothing but a mere spelling book — and there are too many of those already in the world. The student who expects to secure the greatest advantage from this or any other similar text must study *meaning* and *use* as well as spelling; the author of this book has caught the secret of how to give to the student a knowledge of words that will prove of extraordinary value. This secret is “unconscious repetition.”

Meyer’s vocabulary-building plan, which has never before been used in any speller, gives the student the opportunity to see the use of each difficult word from one to five times. Every definition and illustrative sentence in the entire book shows, *in italics*, words that are presented elsewhere in the same lesson as spelling words; and, in addition to this, a larger number, not italicized, have been used in previous lessons. *No intelligent student can study this book without at the end understanding every word in it.*

This marvelous result has been attained without the sacrifice of the simple spelling element. On the contrary the reappearance of a word in several places nearly doubles the value of the book merely as a speller.

The five thousand words in this book were selected by four experts, each of whom checked through the dictionary and all the available scientifically compiled spelling lists. This labor of selecting and checking the words to go into the book has been



many times greater than that done in the preparation of the ordinary speller, and the result to you will be proportional. The words are the very cream of those words that will be encountered in the daily work of the majority of educated people.

The qualifications of the author will be at once apparent to the student or teacher who examines this book. Meyer's speller is a work of art — a demonstration of the ability of a good writer to make the commonplace uncommon, and to do beautifully what is ordinarily done carelessly.

It is idle to compare Meyer's *Vocabulary-building Speller* with the ordinary "spelling book." It stands, in my judgment, in a class entirely by itself.

HARLAN EUGENE READ, *Editor*

VOCABULARY-BUILDING SPELLER



# PART I

## LESSON 1

**SPELLING AID 1** — *qu*. An *invariable* rule of English spelling is that *q* is followed by *u*: *quota, equity, unique*. *U* following *q* belongs to *q* and is in no way combined with any vowel which may follow it. This principle and observation is offered as an aid: if you do not find it such, do not tax your mind with it.

**be queath'**, to give by will: The man *bequeathed* all his *property* to his wife.

**eq'ui ty**, equal justice: The *equity* of the *judgment* was *unquestioned*;  
(b) *value* in *excess* of a *mortgage*: His *equity* in the house was \$3000.

**liq'ui date**, to pay, to settle: He *liquidated* his debts; (b). to *convert* into cash: The *company's assets* were *liquidated*.

**quo'ta**, proportional part or share: Our *quota* of the *expense* was one-third.

**ac'cess**, means of approach; increase by addition.

**ex'cess**, amount more than the limit; overplus.

**as'sets**, *total value* of one's *property*.

**bul'le tin**, an official *publication* or *placard*.

**con di'tion**, state of being.

**con vert'**, to change to another form.

**div'i dend**, *profits* paid on capital stock.

**key**, an *instrument* for operating a lock.

**quay** (kee), a wharf.

**in'stru ment**, means by which work is done; a tool.

**in trin'sic**, inherent, real.

**in va'ri a ble**, unchangeable, fixed.

**mort'gage** (mor), *property* pledged for payment of a debt.

**pam'phlet**, a small unbound book.

**peace**, absence of strife.

**piece**, a part.

**plac'ard**, a notice to be posted in a public place.

**prof'it**, gain.

**proph'et**, one who foretells events.

**pub li ca'tion**, a newspaper, magazine, *pamphlet*, etc.; act of publishing.

**suf fi'cient**, enough.

**u nique'**, being the only one of its kind.

**val'ue**, *intrinsic* worth.

**vo cab'u la ry**, the stock of words used by a class, a person, etc.

bar'gain  
build'ing  
com'pa ny's

com'pa nies  
ex pense'  
fre'quen cy

judg'ment\*  
prop'er ty  
pur'chase

queer'ly  
to'tal  
un ques'tioned

\* Also *judgement*.

## LESSON 2

**SPELLING AID 2** — *ie* and *ei*. No better aid for the use of this *troublesome combination* has been devised than the old rhyme, "I before e, except after c, or when sounded like a, as in *neighbor* and *weigh*": *lien*, *receivable*, *neighborhood*. There are exceptions\* but in general the rhyme can be relied upon.

**de liv'er y**, the seller's sending of *merchandise* to the *buyer's address*: The firm made *delivery* to its *customers* each day; (b) manner of speaking: The lecturer's *delivery* was clear.

**en cum'brance**, a claim or *lien* on an *estate*; He paid the mortgage and freed the house from all *encumbrance*; (b) a burden which hinders action: The walker found his load an *encumbrance*.

**in'ter view**, to visit and question: The *reporter* was sent to *interview* the *senator*; (b) the *published* statement of the *information* so obtained: 'The *interview* was widely read.

**re ceiv'a ble**, capable of being received: "Bills *receivable*" are bills due to a firm from its *debtors*.

**com bi na'tion**, a joining together; group.

**com mod'i ty**, something *movable* (except animals) bought and sold.

**con ceive'**, to imagine, understand.

**con cep'tion**, that which is *conceived*.

**coun'ter feit**, an imitation; false.

**cus'tom er**, one who buys.

**debt'or**, one who owes.

**de ceive'**, to mislead.

**de cep'tion**, the act of *deceiving*.

**es tate'**, one's entire property.

**ex traor'di na ry** (tror), remarkable, special.

**for'feit ed**, lost through fault or error.

**fron'tis piece**, illustration in the front of a book.

**in'voice**, a priced list of goods.

**lean**, to incline; not fat; scant.

**li'en**, a legal claim.

**mas'ter piece**, anything done with *extraordinary* skill.

**mer'chan dise**, wares, goods, *commodities*.

**neigh'bor hood**, the place near where one is or lives.

**ob tained'**, gained, procured.

**per'son al**, relating to one person only.

**per son nel'**, persons collectively.

**pub'lish**, to print and offer for sale; to make known publicly.

**re port'er**, one who gathers and writes news for a *newspaper*.

ad dress'

eight'een

in for ma'tion

ru'ral

be lieve'

ei'ther

mov'a ble

sen'a tor

buy'er's

heigh't

news'pa per

trou'ble some

\* The principal exceptions are: *counterfeit*, *either*, *forfeit*, *foreign*, *heifer*, *height*, *inveigle*, *leisure*, *neither*, *seismograph*, *seize*, *sleight*, *sovereign*, *surfeit*, *their*, *weird*, and their derivatives.



## LESSON 3

**SPELLING AID 3**—*ie* final. *Ie* final is changed to *y* before the suffix *ing*: *die, dying; lie, lying; except hie, hieing.*

Use this Aid if it will help you.

**a nal'y sis**, a resolution of a thing into its *elements*: The *analysis* of the mixture showed the presence of *poison*.

**cop'y right**, the *exclusive* right to publish an author's work: The *copy-right* included the *Scandinavian countries*.

**mem o ran'dum** (pl. : *memoranda*), a brief note of things to be remembered: The *cashier* made a *memorandum* of notes *maturing* on the first of the month.

**spe'cie** (she), coined money, coin: The bank's vaults *contained specie* and *currency* amounting to fifty thousand dollars.

**ca pac'i ty**, ability to receive or *contain*.

**con tain'**, to hold; to have *capacity* for.

**cur'ren cy**, paper money; free circulation of a report.

**dy'ing**, expiring.

**dye'ing**, *changing* the color.

**el'e ment**, an essential, or necessary, part.

**em brac'ing**, including.

**ex clu'sive**, sole; shutting out all others.

**gen'ius**, a person of unusual intellectual powers.

**ge'nus**, a group or class *embracing subordinate* classes or *species*.

**leg'is la'ture**, the law-making body of a state or country.

**ly'ing**, speaking falsely; recumbent.

**ma tur'ing**, becoming due and payable; reaching full growth.

**me nag'er ie** (nazh), a place where animals are kept and trained.

**per pet'u al**, continuing forever.

**prai'rie**, a treeless plain.

**rou tine'**, habitual course of action.

**sub or'di nate**, of a lower rank.

**suf'fix**, a letter or syllable added at the end of a word.

**spe'cies** (shees), kind, sort, class.

**su pe'ri or**, of higher grade; upper.

**te'di ous**, causing weariness.

**vy'ing**, striving for *superiority*.

**u ni ver'sal**, belonging to the entire universe; general.

au to mo'bile

av'e nue

can'not (one or two words)

cash ier'

change'a ble

chang'ing

coun'tries

gran'ite

mix'ture

poi'son

po lice'

re quest'

## LESSON 4

**SPELLING AID 4**—final *e*. A single final consonant preceded by a long vowel is usually followed by silent *e*: *anthracite*, *sacrifice*.

A single final consonant preceded by a short vowel may or may not be followed by silent *e*: *cancel*, *fragile*.

This principle and observation is offered as an aid. If you do not find it such, do not tax your mind with it.

**col lat'er al security**, property pledged as *security* for a *financial obligation*: Durban gave a mortgage on his home as *collateral security* for the loan.

**de lete'**, to erase, *cancel*: The *censor* *deleted* much material from the news *dispatches*\*.

**mo rale'** (rahl), spirit; *moral* or mental condition as affected by zeal, hope, *confidence*: Public *sentiment* has great *moral* force and *strengthens* the *morale* of an organization.

**sac'ri fice**, a *reduction* of price that destroys profit: The *advertisement* *announced* a *sacrifice* sale; (b) to give up for the sake of something: The *apprentice* *sacrificed* his pride and asked to be given a second chance.

**an'thra cite**, a hard coal.

**ap pren'tice**, a learner or beginner.

**can'celed\***, revoked, erased, marked out.

**cen'ser**, a *vessel* for burning incense.

**cen'sor**, one who examines written or printed matter with power to *delete* *objectionable* parts.

**cen'sure**, to blame.

**con'fi dence**, trust.

**cos'tume**, style of dress.

**cus'tom**, *habitual* practice; *patronage*.

**dis patch\***, a message; to do promptly.

**fi nan'cial**, of or pertaining to money matters.

**frag'ile**, easily broken.

**hab'it**, a *custom* or practice.

**ha bit'u al**, customary.

**mor'al**, ethical, righteous, just.

**nav'i gate**, to journey by ship.

**ob'li gate**, to place under *moral* or legal duty.

**or gan i za'tion\***, act of forming into a body; an association.

**pledge**, to promise; a guarantee; a pawn.

**por'tion**, a part, a share.

**re duce'**, to lower.

**re duc'tion**, a bringing down; state of being *reduced*.

**sen'ti ment**, feeling, sensibility, opinion; a saying.

**vi'o lence**, fierceness, roughness, wildness.

**ad ver'tise ment\***

**an nounced'**

**bou'le vard** (boo)

**brief**

**cy'clone**

**ob jec'tion a ble**

**quin'ine**

**se cu'ri ty**

**strength'ens**

**ves'sel**

**vol'ume**

**ward robe**

\* Also *advertizement*, *cancelled*, *despatch*, and *organisation*.

## LESSON 5

**SPELLING AID 5** — silent *e* dropped. Words ending in silent *e* drop the *e* before a suffix beginning with a vowel, except in certain words where preceded by *c*, *g* or *o*, when to do so would change the pronunciation of the word: *discontinue*, *discontinuing*; *oblige*, *obliging*.

(Thus to drop the silent *e* in such words as *peaceable*, *changeable*, *singing* would change the pronunciation of the word.)

**ag'i tate**, to stir, disturb: The news of the cotton shortage seemed to *agitate* our *client*; (b) to *discuss* publicly and incessantly: He *agitated* prison reform.

**ex plain'**, to make plain or clear to the mind: His statement did not *explain* the *absence* of his *client*.

**il lus'trate**, to adorn with pictures: The *history* of the state was *illustrated* with *photogravures* of the *governors*; (b) to *explain* by means of figures: He was *illustrating* his point with an *anecdote*.

**in'ter est**, money paid for the use of money: The note bore six *per cent interest*; (b) share: His *interest* was one fifth of the stock; (c) attention with a sense of concern: He had no *interest* in the matter.

**an'ec dote**, a short story.

**an'ti dote**, a remedy for poison.

**cli'ent**, one in whose *interest* a *lawyer* acts.

**dis con tin'u ing**, ceasing, stopping.

**dis cus'sion**, a debate.

**ex pla na'tion**, that which *explains*, clears up.

**his'to ry**, a *systematic* record of past events.

**in ces'sant ly**, without stopping, continuously.

**is'su ing**, *coming* or sending forth.

**o blig'ing**, disposed to do favors.

**passed**, past tense of *pass*.

**past**, opposite of future.

**per cent'**, by the hundred.

**pho to gra vure'**, a combination

photograph and engraving.

**pierc'ing**, cutting through; stabbing.

**piv'ot**, point or pin on which a thing turns.

**pro nounc'ing**, speaking with the proper sound and accent.

**pro nun'ci a tion**, act or manner of pronouncing.

**pub'lic ly**, openly.

**quar'ry**, an excavation from which stone is taken.

**styl'ish**, of the current mode.

**sys tem at'ic**, orderly; having form and order.

**swiv'el**, something that turns on a *pivot*.

**typ'ist**, one who operates a *type-writer*.

ab'sence

did'n't

law'yer

pic'tures

com'ing

ex chang'ing

leath'er

pitch'ers

de sir'a ble

göv'er nor

mak'ing

type'writ er

\*Also *per cent.*, an abbreviation for *per centum*.

## LESSON 6

**SPELLING AID 6** — silent *e* retained. Words ending in silent *e* retain the *e* before a suffix beginning with a consonant: *achievement*, *merely*; except

1. when the *e* is immediately preceded by another vowel, other than *e*: *due*, *duly*, *true*, *truly*; and except

2. *abridgment*\*, *acknowledgment*\*, *judgment*\*, *lodgment*\*, *wisdom*.

**ab stract'**, to remove: He quietly *abstracted* the bonds from the safe.

**ab'stract**, an *abridgment* or summary: The *agent* submitted an *abstract* of the *millionaire's* title to the lot; (b) to consider by itself: Taken in the *abstract* the *poster* was *attractive*, although *ineffective* for the purpose intended.

**a chieve'ment**, something won by *praiseworthy* effort: Elkins felt it was quite an *achievement* to secure a *contract* in view of the *concessions* made by his *competitors*.

**com pe ti'tion**, the striving of two or more for the same thing: Price-cutting, which was *senseless competition*, has been succeeded in modern business by *cooperation*.

**a bridg'ment**, a shortened form, a condensation.

**ad vance'ment**, going forward; promotion.

**a'gent**, one who or that which acts for another.

**at tract'ive**, pleasing, winning.

**com pete'**, to contend in rivalry.

**con ces'sion**, that which is yielded to demand; a thing granted.

**con'tract**, a formal agreement.

**con tract'**, to engage to perform; to draw closely together.

**co op er a'tion**†, mutual aid.

**cor po ra'tion**, a body of persons legally associated for the transaction of business.

**in ef fec'tive**, not producing the desired effect.

**mere'ly**, no more than.

**mod'el**, design, shape, pattern.

**post'er**, an advertising sheet for display.

**re lin'quish**, give up, abandon, quit.

**re tain'**, to keep; to hold in one's possession.

**re ten'tion**, act of *retaining*.

**sub mis'sion**, act of *submitting*.

**sub mit'ted**, offered for examination or acceptance; yielded.

**tick'er**, a *telegraphic* instrument that records market conditions.

**waive**, to *relinquish* a right.

**wave**, to cause to move to and fro.

**win'ning**, successful in *competition*.

**wis'dom**, sound judgment.

**ac knowl'edg ment** **be gin'ning**

**al though'** **bus'i ness** (biz)

**ar range'ment** **ef'fort**

**im me'di ate ly** **sense'less**

**mil lion aire'** **some'thing**

**praise'wor'thy** **tel e graph'ic**

\* Also spelled with the *e*, as *abridgement*, etc.

† Also *co-operation*.

## LESSON 7

**SPELLING AID 7** — silent *e* in compounds. Silent *e* is retained in compounds whether the second word begin with a vowel or a consonant: *hereafter, household, wholesale*.

**ac count'**, credit extended by a merchant; the bookkeeping record of it: The *manufacturer* paid his *attorney* a *retainer* in his *suit* to collect the *delinquent account*; (b) a *narrative* or *description*; He gave an *impartial account* of the *occurrence*; (c) to hold to be, to consider: He *accounted* him a friend; (d) to give a reckoning: He *accounted* for all the funds placed in his hands.

**de scribe'**, to represent by words: Reeves *described* the *qualities* imparted to *steel* by his *special* process.

**im prove'ment**, betterment: The new model was an *improvement* over the *original*; (b) an advancement; *increase* in value: The ticker showed no *improvement* in the market and the *wary speculators* began selling; (c) a valuable addition: The house and other *improvements* doubled the value of the property.

**whole'sale house**, a firm which buys from the *manufacturer* and sells to the *retailer* in large quantities: The *retailer* had accounts with three *wholesale houses*.

**at tor'ney** (tur), a legal agent; a lawyer.

**com pet'i tor**, one who competes; one engaged in the same line of business.

**de lin'quent**, due and unpaid.

**de scrip'tion**, act of *describing*; class, sort.

**haz'ar dous**, *involving* danger or loss.

**im par'tial**, unbiased, not partial.

**in creas'ing**, growing larger.

**in volv'ing**, necessarily including.

**nar'ra tive**, something told in orderly fashion.

**oc cur'ence**, an event, happening.

**or'i gin**, primary source, beginning.

**o rig'i nal**, first copy.

**qual'i ty**, essential property; nature; special character.

**re tail'er**, one who sells in small quantities to the public.

**re tain'er**, a fee paid in advance to engage service.

**se'ries**, a succession.

**se'ri ous**, grave and earnest.

**spec'u la tor**, one who engages in *hazardous transactions* for the chance of large profits.

**steal**, to commit theft.

**steel**, tempered iron.

**suit**, a legal action; an outfit of clothing; to please.

**suite**, a connected series of objects; a set.

**trans ac'tions**, dealings.

**wa'ry**, carefully watching; shrewd.

al'so                      fore'head (for'ed)

char'ac ter            here af'ter

col'lar                house'hold

man u fac'tur er    some'bod y

one self'

sev'er al

spe'cial (spesh)

there'fore



## LESSON 8

**SPELLING AID 8** — final *ee*. Words having final *ee* retain both *e*'s when adding a suffix (*agreeable*, *freeing*), except a suffix beginning with *e* (*freed*), and form their plurals by adding *s* (*lessees*).

Use this Aid if it will help you.

**im port'er**, one who brings in goods from *abroad*: The *importer* *consigned* a *shipment* of gold *filigree* necklaces to his agent.

**gar nish ee'ing**, legal warning to one man not to pay to another money due the latter: Collection was made by *garnisheeing* the *machinist's* wages.

**les see'**, one to whom a lease is granted: The *lessee* *stipulated* that he should have the right to *sublet*.

**po si'tion**, station; proper place: To the *possession* of an *energetic* nature and a shrewd mind he owed his *position* in the financial world;  
(b) employment: Luke obtained a *position* with his father's firm.

**a gree'ment**, contract; *mutual* assent.

**a board'**, on board (a ship or train).

**a broad'**, *foreign* countries collectively.

**con sign'** (sine), to deliver into the care and control of another.

**con sign ee'** (sin), a person to whom property has been *consigned*.

**dis play'ing**, showing.

**en er get'ic**, *displaying* energy; forceful.

**ex plic'it**, plainly expressed.

**fil'i gree**, *ornamental* work of fine wire.

**in her'ent**, innate, inborn, natural.

**la'ter**, comparative form of *late*.

**lat'ter**, the second of two mentioned.

**ma chin'ist**, one who makes, repairs, and works with machines.

**mu'tu al**, common, joint.

**or na ment'al**, serving to adorn.

**pos ses'sion**, ownership.

**right**, just; a just and proper claim.

**rite**, ceremony.

**wright**, a workman (used chiefly in compound words).

**write**, to form legible characters.

**spec'i fy**, to state in full and *explicit* terms.

**stip'u late**, to *specify* (something) as the terms of an *agreement*.

**sub let'**, to let leased property to another.

**trus tee'ship**, state or office of one who holds property in trust.

an'y thing

com mit'tee

dis a gree'a ble

for'eign (in)

for ty-fourth'

mat i nee'

neck'lae es

nev er the less'

prov'ing

ship'ment

speech

to geth'er

## LESSON 9

**SPELLING AID 9**—*-cal, -cle*. Words ending in *-cle* are nouns; those ending in *-cal* are adjectives and are derived from other words ending in *-ic*: *article, logical*. (The one common exception is *rascal*; *chemical, periodical, and radical* are both nouns and adjectives.)

**ar'ti cle**, a particular thing: A clever *salesman* makes his *prospect* feel that he simply must have the *article* in question.

**ef fect'**, to bring about; to cause: He *effected* a *settlement* which favorably *affected* his fortunes; (b) result; consequence: What *effect* will this *chemical* have upon rice? Will it *affect* its color?

**ma te'ri al**, that of which anything is composed: The *burlap* and other *materials* were here when the packers arrived; (b) important: Hardin was a *material* witness for the *plaintiff*; (c) cloth, goods: The coat was made of heavy *material*, not *identical* with yet not *unlike* *serge*; (d) opposed to spiritual: We live in a *material* world; (e) *data* of any sort: I have the *material* for my report.

**state'ment**, a summary of facts: The lawyer's *statement* of the case was *logical*; (b) a list of accounts showing the condition of a business: At the close of the *fiscal* year the *bookkeeper* compiled his *annual statement*, which the *auditor* later *verified*.

**af fect'**, to act upon; to influence.

**an'nu al state'ment**, a summary of a business for the preceding year.

**aud'it ed**, examined and approved, as accounts.

**au'di tor**, one who *audits* accounts; a listener.

**au di to'ri um**, a large room or building for public meetings.

**bur'lap**, a coarse fabric of jute or hemp.

**chem'i cal**, relating to *chemistry*; a substance chemically obtained.

**chem'is try**, the science of matter.

**com pile'**, to *compose* from existing *material*.

**com posed'**, made up.

**da'ta** (pl. of *datum*), given facts.

ar rive' book'keep'er

buck'le dur'ing

bi'cy cle i'ci cle

dec'ade, ten years.

fis'cal, pertaining to the public treasury; financial.

i den'ti cal, absolutely the same.

log'i cal, relating to accurate thinking.

ob'sta cle, a hindrance.

plain'tiff, one who begins an action at law.

pros'pect, one expected to purchase; an expectation; a view.

serge, twilled woolen cloth.

surge, to swell and roll onward, as a wave.

tes'ti fy, to affirm positively.

ve'hi cle, that in which anything is carried; a carriage.

ver'i fied, confirmed.

wit'ness, one who gives evidence; to testify.

read'i ness

sales'men

set'tle ment

un like'

wall'pa per

wool'en

## LESSON 10

**SPELLING AID 10** — homonyms. *Homonyms* are words which sound alike but are different in spelling and meaning. Their *misuse* denotes great *ignorance*. Throughout this book you will find them paired. Study them with *particular* care; the simplest ones are often the most confusing, as *great*, *large*, *vast*, *numerous*, and *grate*, to rub together harshly, or a fireplace.

**cap'i tal**, *principal*; excellent; the city which is the seat of government of a state or nation; wealth employed in production;  
**cap'i tol**, the official building of Congress or of a state legislature: The *capitol* of a state is located in its *capital*. *Capital* and Labor united to build the *capitol*.

**con'fi dent**, sure, assured; **con'fi dant**, one to whom secrets are entrusted: He was *confident* that Mr. Sumner would prove a wise *confidant*.

**cur'rant**, a fruit; **cur'rent**, generally accepted; present: The *current* quotation on *currants* is sixty cents a box.

**mi'ner**, one who digs for metal; **mi'nor**, one under legal age: The *miners'* union included many *minors*.

**aisle**, a passage between rows of seats.

**isle**, an island.

**can'vas**, a strong heavy cloth.

**can'vass**, to personally solicit.

**ceil'ing**, overhead covering of a room.

**seal'ing**, act of closing securely.

**cent**, a coin.

**sent**, past tense of *send*.

**scent**, odor.

**cite**, to refer to specifically.

**sight**, vision.

**site**, a plot of ground; location; situation.

**com'ple ment**, that which completes, makes whole.

**com'pli ment**, an expression of admiration.

**cur'rent quo ta'tion**, market price.

**ig'no rance**, lacking education or knowledge.

**mar'ten**, a weasel-like animal; also its fur.

**mar'tin**, a bird of the swallow variety.

**met'al**, a hard, heavy substance.

**met'tle**, quality of temperament.

**par tic'u lar**, separate, specific.

**prin'ci pal**, chief; money at interest.

**prin'ci ple**, a general truth.

**u'nion**, a uniting; a league; an association of workmen for collective bargaining.

clos'ing

cur'tain

ex pres'sion

gen'er al ly

great

grate

hom'o nyms

mis use'

## LESSON 11

**SPELLING AID 11** — *ph-f, gh-f, ch-k, i-y*. There are twenty-six letters in the alphabet, used to indicate forty-eight sounds. The difficulty in spelling arises from the fact that each of these sounds is indicated in several ways. Observe that in many words the *f*-sound is indicated by *gh* (*enough, multigraph*) or *ph* (*asphalt, physician*), the *k*-sound by *ch* (*architect, scheme*) and the *y*-sound by *i* (*companion, familiar*).

**ad'e quate**, fully sufficient: The *junior partner* offered *congenial surroundings* and an *adequate salary* to a *stenographer familiar* with the use of the *multigraph*.

**ar'chi tect**, a designer of buildings: The architect's *schedule* of *necessary supplies* included *asphalt*.

**ep'och**, the beginning of an era: Our *hundredth anniversary* marked a new *epoch* in our *career*.

**priv'i lege**, a right or *immunity* enjoyed under special conditions: It was our *privilege* to renew the *lease* — at the same *rental* — if we *chose*.

**an ni ver'sa ry**, the annual re-  
turn of a date.

**as'phalt**, a paving material.

**ca reer'**, period of achievement.

**choose**, prefer; pick out, select.

**chose**, past tense of *choose*.

**con gen'ial**, agreeable, sym-  
pathetic.

**con'se quence**, result.

**du'pli cat ing**, reproducing ex-  
actly.

**fa mil'iar**, having intimate knowl-  
edge.

**im mu'ni ty**, freedom, exemption,  
security.

**im pu'ni ty**, freedom from hurtful  
*consequences*.

**jun'ior**, younger in years or lower  
in rank.

**leased**, rented.

**least**, smallest.

**les'ser**, smaller.

**les'sor**, one who grants a lease.

**mul'ti graph**, a *duplicating ma-  
chine* that closely imitates type-  
writing.

**nec'es sa ry**, essential.

**part'ner**, a business associate;  
a sharer.

**re new'**, to begin over again; to  
replace.

**rent'al**, payment for use of prop-  
erty.

**sal'a ry**, regular payment for  
professional services.

**sched'ule**, formal list; catalog;  
inventory.

**sup plies'**, stores; materials.

com pan'ion    hun'dredth  
con'tact        neph'ew (nef'u)  
e nough'        pay'ment

phy si'cian     sul'phur  
scheme        sur round'ings  
ste nog'ra pher    tel'e phone

## LESSON 12

SPELLING AID 12 — when to double the final consonant. Words ending in a single consonant double this single consonant when adding a suffix

- (1) if the suffix begins with a vowel: *ed, ing*;
- (2) if the final consonant is preceded by a single vowel: *confer*;
- (3) if the word is *accented* on the last syllable: *conferred*, except when the *accent* in the *derivative* is thrown back on the first syllable: *conference*\*.

*confer, conferred, conferring, conference.*

**con fer'**, to consult: After *conferring* with the *various* department heads the manager asked for a *conference* with the *president* and the *treasurer*; (b) to give or grant: The constitution *confers* the right of free speech.

**e quipped'**, furnished with needful supplies for any purpose: We are *equipped* to *tailor* clothes in a manner *unexcelled* by *anyone*.

**im plied'**, given to understand but not stated: Walton *implied* that his order would not be *acceptable*, from which the salesman *inferred* that he had not *remitted* for the *previous* one.

**pre ferred'** stock, having first right to dividends: Their *preference* was for *preferred* stock since it *assured* a steady *income*.

**ac'cent ed**, stressed.

**ac cept'a ble**, received willingly; welcome.

**as sured'**, made certain; promised.

**com pelled'**, forced.

**con ferred'**, consulted.

**con fer'ring**, consulting.

**con'fer ence**, consultation.

**de riv'a tive**, any word or thing *derived* from another.

**de rive'**, to draw, as from a source.

**dun'ning**, pressing for payment.

**ex'cel lence**, goodness, worth.

**in'come**, money coming in; revenue.

**in ferred'**, concluded or surmised

from evidence given.

**o mit'ted**, left out.

**pre fer'ring**, liking better; choosing.

**pref'er ence**, choice.

**pre'vi ous**, taking place before; prior.

**re mit'ted**, paid; something sent in return.

**tai'lor**, to make (clothes) to *measure*; one who tailors.

**ton'nage**, the freight-carrying capacity of a vessel.

**treas'ur er**, one in charge of funds.

**un ex celled'**, unsurpassed.

**up set'ting**, disarranging.

**va'ri ous**, several and different.

an'y one

close

get'ting

pres'i dent

bag'gage

clothes

meas'ure ment

re ceive'

cer'tain

cloths

of'fi cer

re gret'ting

\* Except *transferable, crystalline, crystallize, humbugged, humbugging, handicapped, handicapping, chagrined, chagrining, excellent, excellence, excellency.*



## LESSON 13

SPELLING AID 13 — when not to double. The converse of Aid 12 is true: words ending in a single consonant do not double this single consonant when adding a suffix

- (1) if the suffix begins with a consonant: *ly, ment, ness*, etc.;
- (2) if the final consonant is preceded by more than one vowel: *appear, appeared*;
- (3) if the word is not accented on the last syllable: *order, ordered\**.

**al lot'ment**, portion assigned under an agreement: Our *allotment* of bonds was sold quickly to our *clientele*.

**a mend'ment**, a changing, *presumably* for the better: The Eighteenth *Amendment* to the *Federal Constitution* was not universally *popular*.

**en ter tain'**, to care for as a guest: We *entertained* at cards; (b) to consider: He will *entertain* bids for the *wrecking* of the building.

**pro mote'**, to advance, to raise to greater rank or degree: Hart was *promoted* to the office of *assistant buyer*; (b) to *secure financial support* for an *enterprise*: Burk *promoted* the Northcote hotel.

**ad join'ing**, lying next.

**as signed'**, set apart.

**as sis'tance**, help; aid.

**as sist'ants**, those who help.

**as so ci a'tion**, a coming together; a group; an organization.

**as sort'ment**, a collection of various things.

**cli en tele'**, a body of followers.

**com mer'cial**, relating to the sale and exchange of goods.

**con verse'**, to speak together.

**con'verse**, turned about; reversed.

**con sid'er**, to think closely; reflect upon.

**con sti tu'tion**, the *fundamental* law of a state or *association*.

**con trib'ute**, to help; to give.

ad di'tion al

ap peared'

de sire'

de gree'

earn'ing

ex pect'ed

dif'fi cul ty, obstacle, hindrance.

dis ap point'ed, when hope is unfulfilled.

en'ter prise, a business undertaking; energy and invention.

fed'er al, national as opposed to state (government).

fi nance', to secure funds for; the science of money.

fun da ment'al, relating to the foundation; an essential.

pop'u lar, winning general favor.

pop u lar'i ty, state of being *popular*.

pre sum'a bly, supposedly.

pro mot'er, one who *secures capital* to *promote a commercial or financial* undertaking.

se cure', to get, to obtain; to make fast; to pledge; fast.

fail'ure

old-fash'ioned

or'dered

sup port'

warn'ing

wreck'ing

\* Observe that the derivatives of *kidnap* and *worship*, also verbs ending in *l* preceded by a single vowel, may or may not double the consonant on taking a suffix beginning with a vowel: *kidnaped* or *kidnapped*, *marvelous* or *marvellous*. However, preference should be given to the single consonant.

## LESSON 14

SPELLING AID 14 — on retaining the double. Words ending in a double consonant commonly retain the double when adding a *prefix* or *suffix*: *prepossessing*, *willing*. The chief exception is *all*: *already*.

**em bar'ssment**, discomfiture, confusion, shame: He suffered keen *embarrassment* over his failure to pass; (b) involved in financial difficulties: The sudden fall in *textiles* caused *embarrassment* to the firm.

**im pres'sion**, any mark or print made by *pressure*: The *impression* of the die was not clear; (b) an effect from any agency: His *prepossessing* manners made a *favorable impression*.

**o pin'ion**, a *conclusion* short of *positive knowledge*: That fact does not change my *opinion*; (b) a judgment held with confidence: My *opinion* is that the cover should be *embossed*; (c) the *formal* expression of views of an attorney upon a matter submitted to him: The attorney wrote his *opinion*.

**pat'ent**, an *official document* conferring a right: The company was granted a *patent* to the land; (b) exclusive right of production: The *infringement* of our *patent* *jeopardizes* our *export* trade; (c) to secure a patent: The typewriter was *patented* by the *inventor*.

**a bus'ive**, insulting, hurtful.

**con clude'**, to decide, determine, finish, end.

**con clu'sion**, a *conviction* from inference; ending.

**con vey'ing**, giving, transferring.

**con vic'tion**, firm belief.

**doc'u ment**, a *legal* paper; a paper conveying information.

**em bossed'**, ornamented with raised work.

**ex port'er**, one who ships goods to another country.

**for'mal ly**, in a formal manner; done with regard to form.

**for'mer ly**, at a previous time.

**in fringe'ment**, a *trespassing* upon rights or privileges.

**in spir'ing**, breathing in; prompting to do.

**jeop'ar dize\***, to expose to loss.

a'gen cy

al read'y

an oth'er

fab'ric

fa'vor a ble

in vent'or

le'gal, according to law.

le gal'i ty, lawfulness.

of fi'cial, derived from the proper office; authoritative.

per tain', to belong or relate to the matter in hand.

per'ti nent, fit, suitable, proper.

pos'i tive, certain; emphatic.

pre'fix, something put before or at the beginning of another thing.

pre pos ses'sing, *inspiring* a favorable *opinion* from the beginning.

tex'tile, pertaining to woven fabrics.

tres'pass ing, wilfully violating the personal and property rights of another.

vi'o late, to abuse, transgress, break, or *infringe*.

knowl'edge

mat'tress es

neith'er

pres'sure

sud'den

will'ing ly

\* Also *jeopardise*.

## LESSON 15

**SPELLING AID 15** — final *l*. Final *l* is usually doubled in words of one syllable: *bell, wall*. For this reason there is a *tendency* always to double it. Beware of doing so in a class of words ending in single *l* and accented on the last syllable: *compel, excel*. When adding a suffix they follow the principles stated in Lesson 12.

**com pel'**, to force, coerce: The *necessity* for more *spacious* quarters *compels* us to move.

**dis po si'tion**, final settlement: What *disposition* was made of the customer's claim of *shortage*? (b) act of ordering, arranging, or transferring: In Morton's will what *disposition* did he make of his *residence*? (c) *natural tendency*: It is the *disposition* of cloth to wear out; (d) temper, temperament: He had a kindly *disposition*.

**es tab'lish**, to found; to institute; to put on a firm basis: Some *progressive citizens* plan to *establish* a *library*; (b) to set up in business: The *accountant* *established* himself in business; (c) to prove the truth of, to verify: He *established* the truth of the *rumor*.

**im pel'**, to drive or urge forward; to induce: The man's *honesty* and the *record* of the *proceedings* *impel* me to speak in his favor.

**ac count'ant**, one skilled in accounts.

**au thor'i ty**, rightful power.

**es pe'cial ly**, particularly, pre-eminently.

**es sen'tial**, intrinsic; necessary.

**e va'sion**, a getting around; subterfuge; an equivocation.

**ev'i dence**, that by which a fact is *established*.

**ex cel'**, to surpass.

**ex pel'**, to drive out by force or *authority*.

**ex'pert**, a specialist; skilled.

**fi'nal ly**, at last; ultimately.

**fine'ly**, in a fine manner.

**im per'a tive** (pehr), not to be *evaded*.

**li'bra ry**, a collection of books.

**ne ces'si ty**, need; *imperative requirement*.

**pro ceed'ings**, course of action, *especially* in legal matters.

**pro gres'sive**, aiming at progress; advancing.

**pro pel'**, to drive forward by applied force.

**rec'ord**, a reduction to writing as *evidence*.

**re cord'**, to make a *record* of.

**re quire'ment**, *essential* condition.

**res'i dence**, a house, a building to live in.

**ru'mor**, a popular report.

**spa'cious**, having space, roomy.

**ten'den cy**, inclination.

all right (two words)  
al'ways  
be ware'

cit'i zens  
er'rand  
ex pelled'

hon'es ty  
la pel'  
nat'ur al

short'age  
un til'  
Wednes'day

## LESSON 16

**SPELLING AID 16** — *obscure* letters. The difficulty in spelling many words rests upon the *obscurity* of one letter. Frequently this can be overcome by thinking of a word from the same root which stresses the *obscure* letter; thus the *obscure* letter in *error* becomes plain if one thinks of *erroneous*, and the *obscure* *i* in *civil* loses its *obscurity* if one thinks of *civility*.

**ben e fi'ci a ry**, the *recipient* of any favor or profit: He made his *daughter* sole *beneficiary* of his will.

**municipal own'er ship**, *ownership* by a city of its public *utilities*: The *election* turned on *municipal ownership* of the *garbage* reduction plant.

**oc curred'**, happened: The *burglary* occurred last month; (b) came into mind: It occurred to him to fill his *gasoline* tank.

**u til'i ty**, fitness for some *practical* purpose: The *utility* of the scheme was *obvious*; (b) power to *satisfy* human wants: Public *utilities* comprise whatever is necessary for the common comfort and well being of the *people*, such as *transportation facilities*, street lighting, *sewerage*, etc.

**civ'il**, formally *polite*.

**ci vil'i ty**, *courtesy*.

**com prise''**, to include and cover; to consist of.

**er ro'ne ous**, marked by *error*; *mis-*taken.

**er'ror**, mistake, fault.

**ev'i dent**, plain, known to be, *manifest*.

**fa cil'i ty**, that which makes action easy; ease or skill.

**feas'i ble**, that may be done.

**in cor'po rat ed**, united into a body; formed into a legal corporation.

**mu nic'i pal**, pertaining to a city *government*.

**mu nic i pal'i ty**, an *incorporated* city.

**ob scure'**, not clear; hidden.

**ob'vi ous**, readily *perceived*; *im-*mediately *evident*.

**per ceive'**, to have knowledge through the senses.

**per cep'tion**, act or power of *per-*ceiving.

**prac'ti ca ble**, that can be put in practice, *feasible*.

**prac'ti cal**, pertaining to actual use. *rare*, of infrequent occurrence.

**rar'e fy**, to make *rare* or less dense.

**re cip'i ent**, one who receives.

**re peat'**, to do or say over.

**rep e ti'tion**, the act of *repeating*.

**sew'age**, waste matter carried off in *sewers*.

**sew'er age**, a system of *sewers*.

al'most

bur'glar y

cour'te sy

daugh'ter

e lec'tion

gar'bage

gas'o line

gov'ern ment

peo'ple

po lite'ly

sat'is fy

trans por ta'tion

\* Also *comprize*.

## LESSON 17

**SPELLING AID 17** — obscure letters, *unassociated*. There are other words in which the difficulty usually rests upon one letter, which do not have an *associated* word giving the key to the obscure letter. You will find careful pronunciation a guide to their spelling: thus *pèn'ē trate* is not pronounced "pen'uh-trate."

**de vice'**, a *contrivance*: He had a clever *device* for sealing *envelopes*: (b) a plan, scheme, plot or stratagem: Through some secret *device* he secured *control* of the stock; (c) an emblem: The *letterhead* bore a *peculiar device*.

**de vise'** (vize), to invent or plan: He had *devised* a unique *method*: (b) to convey by will: To my son James I give, *devise*, and bequeath one thousand dollars.

**li'cense**, to authorize, to permit: Carter was *licensed* to operate a *restaurant*; (b) legal permission: Every established business must have a *license* from the *local* government; (c) *unrestrained* freedom of action: *License* is not true liberty since it disregards the rights of others.

**phe nom'e nal**, extraordinary; unusual: His *phenomenal* rise was due to his *initiative*.

**as so'ci ate**, a companion; to join, to bring together; joined together.

**con du'cive**, contributing to a result.

**con tri'vance**, something skillfully planned and put together.

**con trol'**, power of directing.

**con ve'nient**, suitable; favorable.

**def'i nite**, having *precise* limits.

**en vel'op**, to wrap up or in.

**en'vel ope**, the covering for a letter.

**ex trav'a gant**, going beyond ordinary limits.

**hy poc'ri sy**, the pretending to be what one is not.

**in i'ti a tive** (in ish'i a tive), ability to do something without *suggestion* from others.

**lo'cal**, pertaining to a place.

**lo cal'i ty**, a definite region, place.

**meth'od**, an established way of doing.

**me thod'i cal**, given to orderly arrangement.

**op'er a tor**, one who operates or runs anything; a skilled worker.

**op por tu'ni ty**, a *convenient* time; chance.

**pe cu'liar**, singular, strange; specific.

**pen'e trate**, to go through or into.

**pre cise'**, exact, accurate.

**pros'e cute**, to carry on; to *pur-sue*.

**pur sue'**, to follow persistently.

**sug ges'tion**, a hint; an intimation.

**un re strained'**, not held back in any way.

a bil'i ty	Feb'ru a ry
ben'e fit	hav'ing
care'ful	length

let'ter head	sep'a rate
let'tuce (tis)	skel'e ton
res'tau rant	u'su al ly

## LESSON 18

**SPELLING AID 18** — *-cede, -ceed, -sede*. Verbs ending in the sound of "seed" are quite generally confusing. There is no rule for spelling them but as they are few in number it is well to group and memorize them:

1 ending in <i>-sede</i> : <i>supersede</i>	7 ending in <i>-cede</i> : <i>cede</i>	<i>precede</i>
3 ending in <i>-ceed</i> : <i>exceed</i>	<i>accede</i>	<i>recede</i>
<i>proceed</i>	<i>concede</i>	<i>secede</i>
<i>succeed</i>	<i>intercede</i>	

Their derivatives are governed by the usual principles; *procedure* is the one exception.

**con cede'**, to acknowledge: He *conceded* that *vertical* files were superior to the *antiquated* flat files; (b) to yield to demand: He *conceded* shorter hours but would not grant higher pay.

**pre cede'**, to go in advance of: If you will *precede* me into the office, we will *proceed* with our business.

**re cede'**, to move back or away: The flood was rapidly *receding*; (b) to withdraw: After an hour's *argument* Hunter *receded* from his original position and *acceded* to our *contention* for a full *holiday*.

**su per sede'**, to take the place of; to supplant: Horton *superseded* Mayes as manager of the dairy.

**ac cede'**, to assent, to yield.

**an'ti quat ed**, out of date.

**cede**, to surrender title to.

**con fus'ing**, bewildering; perplexing.

**con ten'tion**, point or object in debate; strife.

**dai'ry**, a place for milk and milk products.

**di'a ry**, a record of daily events.

**de bat'ing**, discussing.

**ex ceed'**, to go beyond the limit.

**in'ter cede**, to *mediate* between persons.

**in ter ces'sion**, *petition* in favor of another.

**me'di ate**, to act as intermediary

or go-between.

**med'i tate**, to ponder, think on.

**par ti'tion**, to divide.

**pe ti'tion**, to supplicate or beg, to entreat.

**pre ce'dence**, the act or right of going before.

**prec'e dent**, previous *usage*.

**pro ce'dure**, course of action.

**pro ceed'**, to go on or forward.

**se ced'ing**, withdrawing from union.

**suc ceed'**, to come after; to be successful.

**their**, belonging to them.

**there**, not here.

**ver'ti cal**, upright.

**ac ced'ing**

**ac knowl'edge**

**ar'gu ment**

**ced'ed**

**con ced'ing**

**hol'i day**

**in ter ced'ing**

**pre ced'ing**

**pro ceed'ed**

**re ced'ing**

**su per sed'ing**

**us'age**



## LESSON 19

**SPELLING AID 19** — *able-ible*. *Able*, or *ible*, is an adjective suffix meaning *given to, able to, capable of, or worthy of*. All words derived from Anglo-Saxon take *able*; all from Latin take *ible*. In order to *distinguish* them easily, use the tests given in this and the following two lessons, remembering that soft *g* is always followed by *ible* and hard *g* by *able*; *intelligible, navigable*.

1. If there is a *corresponding* noun ending in *ation*, use *able*: *admiration, admirable*; except *sensation, sensible*.

**ac quaint'ance**, knowledge of any person or thing: I have but slight *acquaintance* with that subject; (b) a personal association less than friendship: He is an old *acquaintance*.

**mal'le a ble**, capable of being hammered or rolled out without breaking: Copper is a *malleable* metal.

**ne go'ti a ble**, capable of being sold or negotiated; *transferable*: The *securities* were all *negotiable*.

**sen'si ble**, *exhibiting* sound sense: It was a *sensible* and *admirable* *solution* of an *abominable* *situation*; (b) aware, able to perceive: I was not *sensible* of any change.

**a bom'i na ble**, detestable, loathsome.

**a dapt'a ble**, that can be made suitable.

**ad'mi ra ble**, worthy of admiration; most excellent.

**cer'ti fy**, to give certain knowledge of.

**com mun'i cate**, to impart; to make known.

**cor re spond'ing**, being *similar* and similarly placed; *communicating* by letter.

**dis solv'ing**, melting; breaking up.

**dis tin'guish**, to recognize as different and separate.

**es teem'**, favorable opinion.

**es'ti ma ble**, worthy of *esteem*.

**ex hib'it**, to display, to show.

**in tel'li gi ble**, that can be understood.

**nav'i ga ble**, capable of being traversed by a ship.

com menc'ing

de test'a ble

eas'i ly

friend'ship

no'ta ble

dif'fer ent

**pre lim'i na ry**, going before, introductory.

**prep a ra'tion**, something *prepared*, as a compound; readiness; *preliminary* study.

**pre par'a to ry**, serving as a *preparation*.

**pre pare'**, to make ready.

**rec'og nize**, to know as identical with something previously known.

**rep'u ta ble**, having a good reputation; well thought of.

**se cur'i ties**, stocks, bonds, and other papers *certifying* ownership.

**sim'i lar**, nearly like; resembling.

**sit u a'tion**, condition; locality; a post of employment.

**so lu'tion**, a solving; the *preparation* made by *dissolving* a solid in a liquid.

**trans fer'**, to convey; to remove from one to another.

en gi neer'

sel'dom

some'times

un less'

val'u a ble

veg'e ta ble

## LESSON 20

**SPELLING AID 20** — *-able, -ible*. 2. If there is a corresponding noun ending in *-sion* or *-tion* (but not *-ation*) use *-ible*: *perception, perceptible; vision, visible*. Except *adoption, adoptable; prevention, preventable*.

**for tu'i tous**, occurring by chance as opposed to *design*: It was a *fortuitous circumstance* which led to the board's *adoption* of the *secretary's plan*.

**ir re duc'i ble**, that can not be reduced or made lower: The expense budget was *pared* to its *irreducible minimum*.

**pro pose'**, to offer for consideration: I *propose* that we use *incombustible* material.

**pur'pose**, to intend, to resolve: I *purpose* to finish next week; (b) *intention*: It is my *purpose* to go at once.

**ac ces'si ble**, easy of approach.

**a dopt'a ble**, that may be accepted as one's own.

**as ton'ish**, to strike with sudden surprise.

**budg'et**, a financial *estimate* for an *ensuing period*.

**cir'cum stance**, an occurrence; a happening.

**cor rupt'i ble**, subject to decay; inclined to dishonesty.

**de sign'**, pattern; plan; *intention*.

**en su'ing**, following, resulting.

**es'ti mate**, a valuation based on incomplete data.

**for'tun ate ly**, by good chance.

**in dis pen'sa ble**, necessary for a *purpose*.

**in com bus'ti ble**, not capable of burning.

**in com pre hen'si ble**, unintelligible; not easily understood.

**min'i mum**, the least *possible* amount.

**op'po site**, *radically* different.

**pared**, cut off, shaved down.

**paired**, taken by twos.

**per cep'ti ble**, that can be perceived; discernible.

**pe'ri od**, a dot, a point; a definite space of time.

**pre vent'a ble**, capable of being prevented.

**rad'i cal**, proceeding from the root; extreme.

**rev'e nue**, income from any form of property.

**re vers'i ble**, capable of being reversed, turned about.

**vis'i ble**, that may be seen.

a dop'tion

fin'ished

in ten'tion

lei'sure (leezh)

lem'on

nine teen'

pos'si ble

punc'ture

quar'ter ly

sal'ad

sec're ta ry's

width

## LESSON 21

**SPELLING AID 21** — *-able, -ible*. 3. If there is no corresponding noun ending in *-ation, -tion, or -sion*, use *-able* if the suffix can be dropped and leave a complete word; otherwise use *-ible*.

Note the following exceptions: *affable, amenable, amiable, amicable, capable, constable, contemptible* (contempt), *culpable, despicable, discernible* (discern), *forcible* (force), *formidable, hospitable, inevitable, inexorable, irresistible* (resist), *liable, palpable, pliable, probable, responsible* (response), *sociable, tenable*.

**am'i ca ble**, friendly, *peaceable*, promoting good will: We found Hoyt to be an *amiable* gentleman, *amenable* to argument, and soon affected an *amicable* adjustment.

**neg'li gi ble**, that may be disregarded: Although the *damage* was *negligible* it was *palpably* a mistake to ship such *perishable* goods by freight.

**os ten'si ble**, seeming, *pretended*: His *ostensible* reason for selling was that he needed money.

**tan'gi ble**, perceptible by the senses: Both *amicable* and *amiable* mean "kindly," "friendly," but the one refers to character and the other to *tangible* matters.

**ad just'ment**, a settlement, usually involving concessions from both parties.

**al lude'**, to refer to a thing without mentioning it.

**a me'na ble**, tractable; influenced by; *answerable*.

**a'mi a ble**, kindly, friendly; pleasing in disposition.

**ca'pa ble**, having ability.

**car'ton**, a pasteboard box.

**car toon'**, a drawing which ridicules, *amuses* or instructs, usually by *exaggeration*.

**com'pe tent**, *answering* all requirements.

**com plete'**, entire, whole, finished.

**cor'dial ly**, proceeding from the heart.

**ex ag'ger ate** (aj), to represent extravagantly; to overstate.

**in cli na'tion**, mental tendency.

**li'a ble**, exposed, as to a penalty; likely.

**men'tal**, relating to the mind.

**mis tak'en ly**, acting under a wrong impression.

**pal'pa ble**, readily perceived.

**pen'al ties**, punishments.

**per'ish a ble**, *liable* to speedy decay.

**plaus'i ble**, seemingly true.

**prej'u dice**, a biased opinion; to injure.

**pre tend'**, to claim falsely; to make believe.

**pros per'i ty**, material well-being.

**re fer'**, to direct or send for information; to allude.

**sus cep'ti ble**, yielding readily; impressionable.

a muse'ment

di rect'

in deed'

par'don a ble

an'swer a ble

eat'a ble

no'tice a ble

peace'a ble

dam'ag ing

freight

oth'er wise

rea'son a ble

## LESSON 22

SPELLING AID 22 — internal changes. Some words have internal changes in their derivatives. Learn them in pairs: *appeal, appellant; maintain, maintenance.*

**ap'peal**, to make earnest request: He *appealed* to their sense of *justice*; (b) to bring a matter to a superior court for *reevaluation*: The case was *appealed* to the *supreme* court; (c) an entreaty: He made an *appeal* for *exoneration*; (d) the act of appealing to the higher court: An *appeal* was taken to the *supreme* court.

**en'title**, to give a title to: Hall's lecture was *entitled* "*Discretion*"; (b) to *authorize* to receive or require: His ticket *entitled* him to a lower *berth*.

**force'ful**, having power: So *forceful* a character could be *detained* only by *forcible* means.

**main'tain**, to uphold by reason or argument: He *maintained* that it would be wise for the two firms to *consolidate*; (b) to *supply* with means of support: He *maintained* his *family* in comfort.

**ap'pel'lant**, one who appeals.

**au'thor'ize**, to empower, to warrant, to justify.

**berth**, a sleeping place; position.

**birth**, coming into life.

**con'sol'i'date**, to unite.

**cul'pa'ble**, deserving of blame.

**de'tain**, to restrain from proceeding.

**de'ten'tion**, restraint; delay.

**dis'creet**, judicious, prudent, careful.

**dis'cre'tion** (cresh'), careful and correct judgment.

**ex'on'er'ate**, to free from blame.

**for'ci'ble**, done by force.

**in'ter'nal**, pertaining to the inside; interior.

**in'struct'ive**, conveying knowledge.

**jus'tice**, that which is just and right.

**lec'ture**, an *instructive* discourse.

**main'te'nance**, means of support.

**o'men**, something regarded as a prophetic sign.

**om'i'nous**, ill-omened.

**pre'vail**, to spread or extend widely; to induce.

**prev'a'lent**, common, widespread.

**pru'dence**, habitual care to avoid *indiscretions* or errors.

**sup'ply'ing**, furnishing, providing.

**su'preme**, highest, utmost.

clear  
clar'i fy  
ear'nest

en joy'a ble  
en'tered  
ex'am'i na'tion

fam'i lies  
for'ti eth  
hon'or a ble

o'pen ing  
out'fit ters  
tick'et

## LESSON 23

**SPELLING AID 23** — prefixes and suffixes. The English language is a *fusion* of many *tongues*, and the root words have *numerous* derivatives. Spelling is easy when the formation of the word is understood. On the preceding pages are given a list of the common prefixes and suffixes: refer to them from time to time until you are thoroughly familiar with them.

Observe that words formed from other words by the addition of prefixes and suffixes keep to the original form as closely as possible: *date*, *ante-date*; *expend*, *expend-iture*.

**an'te date**, to be earlier than something else: The *airplane antedated* the *radio*; (b) to date before the true time: The check was *antedated* three days.

**coun'ter sign**, to *authenticate* by an additional *signature*: The order to *reinstall* sectional bookcases was *countersigned* by the manager.

**ec cen'tric**, *deviating* from the usual custom: His *disobliging* and *eccentric* conduct eventually led to his *dismissal*; (b) not having the same center although lying partly one within the other: The two circles were *eccentric*.

**re'al ty**, landed property in any form: He was considered *wealthy*; in *reality*, his *realty* holdings and his personal property *aggregated* ten thousand dollars.

**ag'gre gat ed**, amounted to, totaled.

**au then'ti cate**, to give legal force to; to prove.

**con'duct**, *behavior*.

**de vi a'tion**, a turning aside.

**dis mis'sal**, discharge.

**ed i to'ri al**, of or pertaining to publication.

**e ven'tu al ly**, ultimately, finally.

**ex pen'di ture**, outlay; disbursement.

**fu'sion**, a blending; the act or process of fusing.

**i de'al**, conceived as perfect.

**il lit'er ate**, ignorant of letters; uneducated.

**in ter na'tion al**, between nations.

**lan'guage**, human speech.

**lin'guist**, a person skilled in languages.

**ob serv'ance**, taking notice of; compliance.

**proc'ess**, course of action; procedure.

**re al'i ty**, actuality.

**re fund'**, to pay back.

**re in stall'**, to install, or put in again.

**sec'tion al**, made up of sections or parts.

**sig'na ture**, a name signed.

**sta'tion a ry**, fixed.

**sta'tion er y**, writing material.

**sub ur'ban**, relating to a suburb, a place near a city.

air'plane\*

be ha'vior\*

book'cases

co work'er

coun ter bal'ance

dis o blig'ing

man'a ger

nu'mer ous

ra'di o

re lease'

tongue

wealth'y

\* Also *aeroplane* and *behaviour*.

## LESSON 24

SPELLING AID 24 — prefixes and suffixes. In studying the formation of the word it must be *remembered* that many words from the Latin tongues had suffixes and prefixes added before being *adapted* into English. For this reason it is well to memorize the meanings of the prefixes and suffixes listed after lesson 22.

**de pend'ents**, those *sustained* by others: His *dependents* were in *absolute dependence* upon him.

**doc u ment'a ry**, based upon documents, legal papers: The evidence was both *documentary* and *circumstantial*.

**in'tro duce**, to cause to become *acquainted*: He *introduced* his friend; (b) to bring into use or practice: He *introduced* an *innovation* in store management.

**sub'stance**, that of which a thing is made; matter: The vase was made of a *transparent substance*; (b) the essential part of anything said or written put into a brief statement: The report was *deficient* in *details*, but the *substance* of it was that there was a *discrepancy* in the accounts of the two *executives*.

**ab'so lute**, complete; free from *restriction*.

**a dapt'**, to make *suitable*.

**a dept'**, skilled, *proficient*; one fully skilled.

**a dopt'**, to accept; receive as one's own.

**ad min'is ter**, to have direction of; to cause to take, as an oath.

**au to mat'ic**, self-acting.

**cir cum stan'tial**, based upon circumstances.

**de fi'cient**, lacking; incomplete.

**de pen'dence**, state of relying upon another; *reliance*.

**de tails'**, descriptive items.

**dis crep'an cy**, a disagreement or difference.

**ex ec'u tive**, an official; *administrative*.

**in no va'tion**, a change in something established; a novelty.

**in'sti tute**, to establish or set up.

**pro fi'cient**, thoroughly informed or capable.

**re li'ance**, confidence.

**re stric'tion**, limitation.

**rid'i cule**, to make fun of.

**ri dic'u lous**, laughable.

**sci'ence**, systematized knowledge.

**sub sis'tence**, being; means of support.

**sus tain'**, to uphold; to undergo.

**sus'te nance**, act of *sustaining*; *subsistence*.

**trans par'ent**, that can be seen through.

in'no cent

i'tem

laugh'a ble

oath

per'fect ly

re mem'bered

re sult'

stud'y ing

suit'a ble

su per in ten'dent

tran'som

trip'le



## LESSON 25

**SPELLING AID 25** — plurals, regular and *f-fe*. In general, nouns form their plurals by adding *s*: *dimension, dimensions, resource, resources*; unless the word so formed is hard to pronounce, when *es* is added: *blemish, blemishes*; except a few words ending in *o* and some special forms noted in this and the two succeeding lessons.

A few nouns ending in *f* or *fe* change the *f* to *v* in the plural: *sheaf, sheaves; thief, thieves*; a very few have two forms: *staff, staffs, staves*.

**pres tige'** (teezh), *importance* based on past achievements: The *prestige* of Kirby's name gave strength to the *syndicate*.

**ru'di ments**, first principles: He learned the *rudiments* of *carpentering* in school and *acquired* a thorough knowledge through *experience*.

**sta tis'tics**, *tabulated facts*: Government *statistics* show that the center of *population* is *shifting* westward.

**syn'di cate**, *individuals* associated for the prosecution of an enterprise: *Contrary* to the report, the *undertaking* was financed by a *syndicate*.

**ac cord'ing**, being in agreement.

**ac quire'**, to obtain by search, effort, or purchase.

**aus'pic es**, favoring circumstances; patronage.

**a vail'a ble**, at one's *disposal*; usable.

**blem'ish es**, flaws, defects.

**con tra dic'to ry**, opposite; mutually exclusive.

**con'tra ry**, opposite in disposition or action.

**de'pots** (dee'poes), railroad stations, warehouses.

**di men'sions**, size, extent.

**dis pos'al**, arrangement, order.

**ex pe'ri enced**, taught by personal contact.

**fin an ciers'**, persons skilled in

financial affairs.

**for'ceps**, pincers for grasping small objects.

**fra'cas es**, noisy fights.

**grad'u al**, proceeding by degrees.

**im por'tant**, of great consequence; weighty.

**in di vid'u al**, a single person or thing; single.

**par'a dox es**, seemingly *contradictory* statements.

**pop u la'tion**, the whole number of people.

**reg'u lar**, made *according* to rule.

**re sourc'es**, *available* property.

**shift'ing**, moving very gradually.

**spec'i mens**, examples, samples.

**tab'u lat ed**, arranged in a table or list.

car'pen ter ing

cy'press es

ga rag'es (rahzh)

plu'rals

sheaves

shelves

shelv'ing

staffs or staves

thieves

un der tak'ing

wag'ons

whol'ly

## LESSON 26

**SPELLING AID 26** — plurals, irregular. A few words from the Anglo-Saxon form their plurals by adding *en*: *ox, oxen; child, children*. A few words form their plurals by changing the vowel: *man, men; woman, women*. Some words have the same form for singular and plural: *deer, halibut, shrapnel*. Some words have two forms for the plural, with distinct meanings for each: *die, dice, dies; money, moneys, monies*. Some words are plural in form but singular in meaning: *summons*. Some words are used in the plural form only: *tactics*.

**crit'i cal**, disposed or competent to judge; *judicious*: Please let us have the benefit of your *critical* judgment; (b) faultfinding: He was in a *critical* mood and nothing pleased him; (c) analytical, thorough, exact: After a *critical* inspection the signature was pronounced *genuine*; (d) of the nature of or preliminary to a *crisis*; *perilous*: The affairs of the firm were at a *critical* stage.

**mon'ey's**, plural of *money* considered as a common medium of exchange: The *franc* is the *standard* of value in the *moneys* of France and *Switzerland*.

**mon'ies**, sums of money: The association placed the *monies* from the various branches in the bank.

**sum'mons**, a call by authority to attend or act: He received a *summons* to appear in court.

**al'der men**, members of a city's governing body.

**ar ti fi'cial**, produced by art; not natural.

— **cri'sis**, a *critical* moment, a turning point.

**de tach'**, sever, cut off, separate.

**dice**, small *ivory* cubes.

**dies**, hard metal devices for cutting.

**e mer'gen cies**, sudden conditions calling for immediate action.

**franc**, a foreign silver coin.

**frank**, candid, open.

**fron'tiers**, the borders of a nation's *territory*.

**gen'u ine**, real; not false or *artificial*.

**hal'i but**, a fish.

**in spec'tion**, a most careful examination.

**is'o lat ed**, in a *detached* position.

**ju di'cious**, having or acting on sound judgment.

**less'en**, to make less.

**les'son**, that which is learned through effort.

**per'il ous**, *dangerous*, hazardous.

**shrap'nel**, a shell filled with bullets.

**sin'gu lar**, single; *isolated*; odd, peculiar, individual.

**stand'ard**, an established measure; a type or model.

**tac'tics**, any method of procedure.

**tales'men**, persons added to a jury to fill a deficiency.

**tal'is mans**, magical charms.

chil'dren

-cri'sis

dan'ger ous

guard'i an

mac a ro'ni

i'vo ry

meas'ur a bly

spec'ta cles

Swit'zer land

ter'ri to ry

wo'man

wo'men (wim'en)

## LESSON 27

**SPELLING AID 27** — plurals, foreign forms. Many words of foreign derivation retain the foreign plurals. Those ending in *is* change the *i* to *e*: *basis*, *bases*; *synopsis*, *synopses*; those ending in *um* change the *um* to *a*: *dictum*, *dicta*; *moratorium*, *moratoria*. Observe that some words use either the English or the foreign plural: *appendixes* or *appendices*, *natatoriums* or *natatoria*, *radiuses* or *radii*, while others use the English exclusively: *pendulums*, *premiums*. The only way to be sure is to refer to the dictionary in each instance.

**ap pen'dix** (pl. *appendixes* or *appendices*), matter added to a book not necessary to its completeness: Documents verifying the assertions made in the text of the report were given in *appendices*.

**mor a to'ri um** (pl. *moratoria*), a period during which payment of debts is *suspended*: The Germans petitioned for a *moratorium*.

**pre'mi um**, a reward or prize: A *premium* was given for the best display; (b) a price paid for a loan, *insurance*, etc.: The *premium* on his *insurance policy* was *payable* quarterly; (c) the rate at which stocks, etc. are valued in excess of their *nominal* or *par* value: Frisco was selling at a *premium* of fifty-seven.

**pro hib'i tive**, tending to prohibit, to forbid: The price was so high as to be *prohibitive*.

**as ser'tion**, positive statement without attempt to prove.

**at tempt'**, to try; an effort.

**ba'sis** (pl. *bases*), foundation.

**char'ac ter ized**, having the character or nature of.

**cease'less**, continuing without pause.

**cir cum'fer ence**, the boundary line of a *circle*.

**con tin'u ing**, keeping on.

**dic'tum** (pl. *dicta*), a positive utterance.

**im pet'u ous**, characterized by spontaneous impulse; headlong.

**im'pe tus**, energy of motion.

**im'pulse**, a sudden mental feeling impelling to action.

**in'stance**, an example; a request.

**in ter rupt'**, to break in upon; stop; hinder.

**ma'trix** (pl. *matrices*), a mold in which anything is cast.

**mo men'tum** (pl. *-ums* or *-a*), *impetus* of a moving body.

**na ta to'ri um** (pl. *-ums* or *-a*), an indoor swimming pool.

**nom'i nal**, existing in name only.

**pol'i cy**, a written contract of *insurance*; a plan of action.

**ra'di us** (pl. *radiuses* or *radii*), distance between the center and the *circumference*.

**spon ta'ne ous**, proceeding from natural feeling.

**sus pend'**, to hang; interrupt; cease; stop payment.

**sum'ma ry**, an abridgment, summing up; immediate.

**sy nop'sis**, a general view; *summary*.

**ut'ter ance**, expression; statement; manner of speaking.

ac'tion  
ax'is  
cir'cle

dic'tion a ry  
dis'tance  
En'glish

gym na'si um  
in sur'ance  
mu se'um

pay'a ble  
pen'du lum  
re ward'

## LESSON 28

**SPELLING AID 28** — final *y* preceded by a vowel. Words ending in *y* preceded by a vowel generally retain the *y* when a *termination* is added: *convey*, *conveyance*; *display*, *displayed*; and form the plural by adding *s*: *pulley*, *pulleys*; *turkey*, *turkeys*.

**con vey'ance**, a vehicle: There was no *conveyance* at the station;  
(b) the act of transferring: *Conveyance* was made in the morning;  
(c) a document transferring title: The *conveyance* had been duly recorded.

**dis play'**, to open, unfold, or expose: The blouses were *displayed* in *showcases*: (b) to make *manifest* or *conspicuous*: He *displayed* a disposition to *compromise*; (c) to give a special *prominence* to, as by type: The advertisement was well *displayed*; (d) *ostentatious* show: He was much given to *display*.

**fore clo'sure**, a proceeding which bars the *mortgagor's* right to redeem: The *foreclosure* of the mortgage *deprived* him of his home and the securities which he had *hypothecated*.

**im pru'dent**, lacking discretion or prudence: It was *imprudent* to give so *impudent* a fellow the privilege of addressing the meeting.

**com'pro mise**, to make an adjustment by mutual concessions.

**con spic'u ous**, *prominent* and distinct.

**de prive'**, to take away from; dispossess.

**dis clo'sure**, anything disclosed, *divulged*.

**dis tinct'**, clear to the senses or mind; separate.

**di vulge'**, to make known what was secret.

**dray'age**, the charge for hauling.

**ex tin'guish**, to put out; to quench.

**hy poth'e cate**, to pledge without delivery of title or possession.

**im'pu dent**, *offensively* bold.

**man'i fest**, to make plain; to reveal.

**mort'gag or (mor)**, one who mortgages his property.

**oc ca'sion**, a particular event; to bring about.

**of fense'**, that which causes *displeasure*; a crime.

**os ten ta'tion**, unnecessary show.

**par'ley**, an oral conference.

**prom'i nent**, outstanding; *conspicuously* important.

**re deem'**, to purchase back.

**re demp'tion**, the payment of a debt; the act of *redeeming*.

**re veal'**, to give knowledge of; to *divulge*.

**rev e la'tion**, something *revealed*.

**se'cret**, unknown; something not to be told.

**se crete'**, to hide.

**ter mi na'tion**, the final letters or syllable of a word; end; close.

chim'ney

de layed'

du'ly

hon'eyed

jour'ney ing

mon'eyed

pleas'ure

pul'leys

show'cases

trol'leys

tur'keys

val'leys

## LESSON 29

**SPELLING AID 29** — final *y* preceded by a consonant. Words ending in *y* preceded by a consonant generally change the *y* to *i* when adding a suffix, except when the suffix begins with *i*: *rely, relied, relying, reliable, reliance*. These form the plural by changing *y* to *i* and adding *es*: *remedy, remedies*.

**ar'bi tra ry**, fixed, made or done *capriciously*: His occasional *arbitrary decisions nullified* much otherwise excellent work.

**du'ti a ble**, subject to customs duty: On *inquiry* at the custom-house the *importer* learned that the goods were *dutiable*.

**prox'y**, a person empowered by another to act for him, the right to act, or the instrument conferring it: The absent stockholders made Sumner their *proxy* by giving him their *respective proxies*.

**sub'si dy**, any gift made by way of financial aid: The government granted the railroads a *subsidy* of large tracts of land.

**ac com'pa ny**, to escort, attend, go along with.

**ca pri'cious**, fickle; whimsical; impulsive.

**com mu'ni ty**, a body of persons having a common interest.

**cus'to dy**, keeping; guardian-ship.

**de ci'sion**, the act of deciding; judgment of a court.

**dep'u ties**, assistants; subordinate agents.

**en'er gy**, force in operation.

**en tailed'**, carried as a necessary result.

**i den'ti fy**, to prove to be absolutely the same.

**ma jor'i ty**, more than half of a given number.

**nul'li fy**, to deprive of force or effect.

**per plex'i ty**, doubt.

**prob'lem**, a *perplexing* question demanding settlement.

**rat'i fy**, to make valid by approving.

**rec'ti fy ing**, correcting.

**re lat'ing**, referring; telling, narrating.

**re li'a ble**, worthy of confidence.

**re plen'ish**, to fill again.

**re spect'ful ly**, full of respect, regard.

**re spec'tive ly**, severally; as relating to each.

**sin cer'i ty**, truthfulness.

**stock'hold er**, an owner of shares of a company's stock.

**sub'si dize**, to furnish or aid with a *subsidy*.

**va ri'e ty**, a collection of different kinds.

ap plied'  
bal'co ny  
cop'y ist

de ni'al  
in dus'tri ous  
in'dus try

in quir'y  
oc'cu py ing  
pen'ni less

re ly'ing  
rem'e dies  
so ci'e ty



## LESSON 30

SPELLING AID 30 — final *y* irregular. Observe the following variations of Aid 29: *y* is not changed before *ship*: *secretaryship*, nor in *babyhood*.

*Y* is not changed in adjectives of one syllable (except *dry*, which has *drier*, *driest*, *dryly*): *shyly*, *shyness*.

Final *y* following *t* changes to *e* when *ous* is added: *beauteous*, *plenteous*.

Sometimes final *y* is omitted when *ous* is added: *calamity*, *calamitous*.

**eclipse'**, to cast into the shade, *surpass*, obscure: The June sales *eclipsed* all preceding records.

**contin'ance**, state of continuing, duration: His *continuance* in office depended upon the *suffrage* of the people; (b) *postponement* (in law): The judge granted a *continuance* in the case until the next term; (c) uninterrupted succession (see *existence* below).

**mag nan'i mous**, unselfish; scorning what is base: One should not expect a *shyster* to be *magnanimous*.

**plen'i tude**, state of being full, complete or abounding: While there was not a *plenitude* of costumes there was a *plenteous* supply for those who came.

**ab surd'**, *irrational*, ridiculous.

**a bun'dant ly**, *plentifully*; in large measure.

**ac'tu al**, real; present; existing in fact.

**a nal'o gous**, having *similarity* without identity.

**a nal'o gy**, a *resemblance* of properties or relations.

**ap pear'ance**, look, aspect; coming.

**boun'te ous**, giving freely; generous.

**ca lam'i tous**, making wretched.

**ca lam'i ty**, a great *misfortune*.

**ex ist'ence**, actual *continuance* of being.

**ir ra'tion al**, without reason.

**plen'te ous**, amply sufficient.

**plen'ti ful**, existing in great *quan-*

*tity*.

**post pone'ment**, the putting off until a later date.

**pres'ence**, state of being present, not absent.

**pres'ents**, gifts.

**quan'ti ty**, amount; bulk; extent.

**re sem'blance**, likeness of nature or *appearance*.

**sat'is fy ing**, fully *pleasing*.

**sec're ta ry ship**, the office of secretary.

**shy'ster**, one who does business in a tricky manner.

**sim i lar'i ty**, state of being like; likeness.

**suf'frage**, a vote; right of voting.

**sur pass'**, to go beyond in degree or amount.

al to geth'er

beau'te ous

dri'ly

hop'ing

mis for'tune

pleas'ing

post'age

prob'a ble

Sat'ur day

sleeve

sly'ness

tak'ing



## LESSON 31

**SPELLING AID 31** — words ending in *er*. There is a large group of words ending in *ar*, *er* or *or*, whose terminants have a very similar if not identical sound. Note the distinction shown in this and the two succeeding lessons and observe that the majority of the words end in *er*. (The *comparative* form of adjectives is always spelled *er*.)

As a noun suffix *er* usually means "one who" or "that which." It is of Anglo-Saxon origin and is always used with Anglo-Saxon roots.

**oust'er**, a putting out of possession, dispossession: *Ouster* proceedings were instituted against the *receiver*.

**reg'is ter**, to record or make an *entry*: The sale was *registered* by the clerk; (b) to *denote* according to a scale: The *thermometer registered* seventy in the shade: (c) a record or list: The hotel *register* showed forty guests that morning; (d) any recording device: A cash *register* is a necessity in modern business.

**re ceiv'er**, a creditors' representative legally authorized to manage a *bankrupt concern*: A *receiver* was appointed to wind up the affairs of the *defunct* corporation.

**sin'is ter**, *inauspicious*, boding *disaster*: The dealer's *reticence* concerning his *ledger* began to take on a *sinister* look.

**ap point'ed**, assigned by authority.

**aus pi'cious**, of good omen.

**bank'rupt**, unable to pay one's debts, insolvent.

**cal'en dar**, an almanac; a schedule or list.

**cal'en der**, a machine to impart gloss to cloth.

**col'an der**, a *perforated* vessel for straining liquids.

**com par'a tive**, relating to *comparison*; *relative*.

**com par'i son**, a comparing; *relative* likeness.

**con cern'**, a business; to interest; to affect.

**cred'i tor**, one to whom money is due.

**de funct'**, extinct, dead.

**de note'**, to point out, to serve as a sign of.

**dis as'ter**, crushing misfortune.

**di am'e ter**, a line through the center.

**dis cov'er**, to find and bring to the knowledge of the world.

**dis tinc'tion**, a distinguishing mark or quality.

**ledg'er**, chief account book.

**per'fo rate**, to make a hole through.

**pin'cers**, a tool.

**rel'a tive**, referring or relating; a kinsman.

**rep re sen'ta tive**, one who acts for another; an agent.

**ret'i cence**, unwillingness to talk.

**tem'per a ture**, degree of sensible heat or cold.

**ther mom'e ter**, an instrument for measuring degrees of *temperature*.

blun'der

cen'ter

chief

ci'der

cin'der

deal'er

ea'ger

en'try

lum'ber

mes'sen ger

mod'ern

speak'er

## LESSON 32

**SPELLING AID 32** — words ending in *or*. *Or* is a *variant* of *er* and is used in words of Latin and Greek derivation. (In England *or* is usually spelled *our*, as *harbor*, *harbour*.)

**cir'cu lar**, a communication for general *circulation*: The bank sent a *circular announcement* to its *depositors*; (b) round like a circle: A *cylinder* is a *circular* body of *uniform* diameter, whose bases are *parallel*.

**con sign'or\***, one who consigns, entrusts: The contract *provided* that the consignee was to return to the *consignor* any goods remaining unsold after sixty days.

**con tract'or**, one who contracts to do a certain work, as build a house or a bridge: The *contractor* followed the architect's plans.

**ex ec'u tor**, a person *nominated* by the will of another to carry out the terms of his will: The *executor* filed final statement in the court.

**an nounce'ment**, act of announcing, making known.

**as pir'ant**, a seeker for honors or place.

**as sess'or**, one appointed to value property for taxation.

**a'vi a tor**, one who operates an airplane.

**ben e fac'tor**, one who confers a favor.

**can'di date**, an *aspirant* for any office.

**cir'cuit (kit)**, a district to be *traveled* over; distance round.

**cir'cu late**, to spread abroad.

**com mu ni ca'tion**, a letter, telegram, or other *message*.

**de pos'i tor**, one who places his money in a bank.

**des'ig nate**, to point out, name.

**ex te'ri or**, outside.

**in spect'or**, one who examines; a *supervisor*.

**in te'ri or**, inside.

**nom'i nate**, to name; to *designate* as a candidate.

**par'al lel**, *equally* distant at all points; a match.

**pro vide'**, to stipulate; to furnish; to supply.

**spec ta'tor**, an eyewitness.

**suc ces'sive ly**, following in order.

**suc ces'sor**, one who succeeds or follows.

**su per vis'or**, one who oversees generally.

**va'ri ant**, different in form but the same in reality.

**va'ry ing**, changing.

**u'ni form**, not *varying*.

ar'bor

cyl'in der

har'bor

mes'sage

au'thor

el'e va tor

jan'i tor

re main'ing

col lec'tor

e'qual ly

ju'ror

trav'eled \*

\* Also *consigner* and *travelled*.

## LESSON 33

**SPELLING AID 33** — words ending in *ar*. *Ar* is another variant of *er*, sometimes having the meaning of “like” as in *angular*, or “pertaining to” as in *ocular*. It is never used with Anglo-Saxon words.

**fac'tor**, one of several elements that combine to *produce* a thing: An important *factor* in the deal was the good will of the men; (b) a *mercantile* agent: A *factor* is *entrusted* with the possession and control of his employer's goods, while a broker merely *executes* orders; (c) a number contained in another an exact number of times: Seven is a *factor* of forty-nine.

**o'ver head**, expenses necessary to carry on a business, such as rent, salaries, etc.: His stock invoiced ten thousand dollars, while his *overhead* was three hundred a month; (b) placed above or aloft: The lights were suspended *overhead*.

**reg'is trar**, the authorized keeper of records: Application for copyright should be made to the *registrar* at Washington.

**spec tac'u lar**, marked by grand display: The *installation* of the officers was made a *spectacular* event.

**ac com'plish**, to bring to a *successful* issue.

**an'gu lar**, having angles or sharp corners.

**as sem'bly**, persons gathered for a certain purpose.

**col lec'tive ly**, taken as a whole.

**con sul ta'tion**, a conference.

**con'su lar**, relating to a consul.

**con'sul**, the representative of a country's commercial interests in a foreign port.

**coun'cil**, an *assembly* for *consultation*.

**coun'sel**, advice.

**en trust'**, to give in charge; to put in trust.

**ex'e cute**, do; *accomplish*; carry out; put to death.

**in stal la'tion**, introduction; act of putting in.

**mer'can tile**, commercial.

**nau'ti cal**, pertaining to navigation.

**oc'u lar**, pertaining to the eye.

**par**, equality between nominal and actual value.

**per pen dic'u lar**, upright.

**pro duce'**, to bring into existence; to exhibit; *yield*.

**prod'uce**, farm *products* *collectively*.

**prod'uct**, anything *produced*; result.

**schol'ar**, one eminent for learning.

**suc cess'ful**, resulting favorably.

**tu'bu lar**, tube-shaped.

**ver nac'u lar**, the common mode of speech.

beg'gar

ce'dar

ex act'ly

gram'mar

mor'tar

pil'lar

po'lar

re view'

Tues'day

vin'e gar

where as'

yield'ing

\* Also *intrust*.

## LESSON 34

**SPELLING AID 34** — *ary-ery-ory*. *Ary, ery, and ory* are adjective and noun suffixes with a variety of meanings. Exact pronunciation is a very slight clue to their spelling. When you encounter one of these words, fix its terminant firmly in your mind, and later should you be in doubt, refer to the dictionary.

**con fec'tion er y**, sweetmeats, candies, etc., collectively, or a shop where they are sold: The *proprietor* of the *confectionery* shop has ordered various supplies of *confectioneries*.

**cur'so ry**, rapid and *superficial*: The president made his *customary cursory* examination of his *correspondence* before turning to more pressing matters.

**dil'a to ry**, tardy, slow: His *dilatory* conduct cost the *millinery* salesman the order.

**mer'ce na ry**, *influenced* by desire for gain: The lawyer was too *mercenary* in his *attitude*.

**at'ti tude**, position; state of mind.

**cas'u al ly**, without design.

**cas'u al ty**, a fatal *accident*.

**con fec'tion**, a sweetmeat.

**cor re spond'ence**, communication by letters; letters; agreement.

**cor re spond'ents**, persons who contribute news regularly to a *periodical*; those engaged in *correspondence*.

**cus'tom a ry**, usual.

**dex ter'i ty**, expertness; skill in using the hands.

**en coun'ter**, to come upon; a hostile meeting.

**hab'er dash er y**, men's hats, ties, shirts, etc.; a shop for their sale.

**in'flu ence**, to affect; power to attract or sway.

**in'ter val**, time that *intervenes* between two periods.

**in ter vene'**, to come or be between things.

**mil'li ner y**, women's hats collectively.

**no'ta ry**, an officer empowered to administer oaths.

**pe cu'ni a ry**, relating to money.

**pe ri od'i cal**, appearing at regular *intervals*; a publication.

**pro pri'e tor**, owner.

**ra pid'i ty**, quickness.

**re solved'**, decided; determined.

**sleight**, dexterity; skill.

**slight**, unimportant; slim.

**su per fi'cial**, of or on the *surface*; shallow.

**un pre med'i tat ed**, not thought out beforehand.

ac ci den'tal

cel'er y

gal'ler y

pen i ten'ti a ry

av'er age

cem'e ter y

ma chin'er y

sur'face

bound'a ry

fac'to ry

or'di na ry

us'ing

## LESSON 35

**SPELLING AID 35** — analogous words. Analogous words are those that are similar, differing from homonyms in being almost instead of quite alike in sound. Sometimes the difference is in one letter, as in *farther* and *further*, or in the sound of the letter, as in *facet* and *faucet*; sometimes it is in the insertion of a letter, as in *alteration* and *altercation*. Analogous words need not be confusing if used carefully.

**al ter ca'tion**, a *dispute*; a *controversy*: The *altercation* arose over the *alteration* of the building.

**e di'tion**, a special issue of a printed work; also the number of copies printed at one time: The *addition* of the appendices was made in the fourth *edition*.

**far'ther**, more distant: He *further* inquired how much *farther* he should go.

**ma nip'u late**, to operate or work on, as with the hands: The physician *manipulated* the sprained ankle into place; (b) to influence or to manage: Through skillful *manipulation* of the stock market he won a fortune.

**al ter a'tion**, result of altering, changing.

**as say'**, to subject to a test, as of minerals.

**es say'**, to try; to attempt.

**as sault'ed**, attacked with violence.

**con'tro ver sy**, *dispute* as to schemes or opinions.

**de pos'i to ry**, a place where anything is deposited.

**dis pute'**, to question the truth of; a *quarrel*.

**ex pugn'** (pune), to take by assault.

**ex punge'**, to *obliterate*.

**fac'et** (fas), one of the small plane surfaces of a cut gem.

**fau'cet** (faw), a spigot.

**far'mer**, one who tills the soil.

**for'mer**, preceding.

**fur'ther**, additional.

**in ser'tion**, the act of inserting or putting in between other things.

**is'sue** (ish), an *edition*; result; question; to send forth.

**loose**, free, not fast.

**lose**, to suffer the loss of.

**mar'i tal**, pertaining to *marriage*.

**mar'tial**, relating to war.

**mas sage'** (sahzh), treatment of the body by *manipulation*.

**ob lit'er ate**, to wipe out.

**o'cher** (ker), a yellow pigment

**o'kra**, gumbo, a vegetable.

**ad di'tion**

**at tacked'**

**care'ful ly**

**care'ful ness**

**mar'riage**

**quar'el ing**

**thor'ough**

**though**

**thought**

**through**

**weath'er**

**wheth'er**(hweth)

## LESSON 36

**SPELLING AID 36** — final *o* and *oe*. Whether to use final *o* or *oe* is often puzzling. In general, nouns of one syllable have the silent *e*, as *hoe* and *shoe*, and retain this *e* when forming derivatives, as *hoeing*, *shoeing* (but not *shod*).

Words other than nouns of one syllable do not have the silent *e* after the *o*, as *do*, *to*, *embargo*, *proviso*, *potato*.

**em bar'go**, any *prohibition imposed* by law on *commerce*: There is an *embargo* against importing liquor and against *commerce* with *enemy* nations.

**in ge'nious**, characterized by cleverness: In an *ingenuous* manner he explained his *ingenious* contrivance.

**oc'u list**, one skilled in treating diseases of the eye: The *oculist* instructed his *patient* to have the spectacles fitted by a good *optician*.

**pro vi'so**, a conditional stipulation: The contract carried the *proviso* that the work should be completed within three months.

**ap prov'al**, act of approving, agreeing; sanction.

**cam'e o**, a gem having a carved figure higher than the general surface.

**com'merce**, exchange of goods, particularly between nations or communities.

**de ceased'** (ceest), dead.

**dis eased'** (eezed), unhealthy; ill.

**en grave'**, to carve upon a surface.

**for'mu la**, a fixed rule or form; a *prescription*.

**im po si'tion**, an unwarranted requirement; a deception.

**in gen'u ous** (jen), frank; free from false *pretense*.

**med'i cal**, pertaining to *medicine*.

**oc ta'vo**, folded into eight leaves.

**op ti'cian**, one who makes or sells eye-glasses\*.

**pa'tience**, act or power of calmly waiting.

**pa'tients**, persons under *medical* treatment.

**port'a ble**, easily carried.

**port fo'li o**, a *portable* case for papers.

**pro scribe'**, to outlaw in a social sense; to prohibit.

**pre scribe'**, to give as a law or direction.

**pre scrip'tion**, something *pre-scribed*; a physician's *formula*.

**pre tense'**, a claiming; a false show or argument.

**re fuse'**, to decline to do or permit; to fuse again.

**ref'use**, waste rubbish.

**ta boo'\***, forbidden by social usage.

**ve'to**, to *refuse* executive approval.

calm'ly

ca noe'ing

en'e my

hoe'ing

liq'uor

med'i cine

of'ten (of'n)

po ta'to

pro hi bi'tion

puz'zling

shoe'ing

steam'er

\* Also *eyeglasses* and *tabu*.



## LESSON 37

**SPELLING AID 37** — final *o* plural. Nouns ending in *o* preceded by a vowel form the plural by adding *s*: *cameos*, *folios*.

Nouns ending in *o* preceded by a consonant form the plural by adding *s*, as *pianos*, *tobaccos*, or *es*, as *mosquitoes*, *tomatoes*.

Some words have both forms, as *stuccos* or *stuccoes*, *palmettos* or *palmettoes*.

Memorize these plurals carefully and when in doubt refer to the dictionary.

**el'i gi ble**, fitted or *qualified* to be chosen: Orcutt would have been *eligible* for the position had his handwriting been less *illegible*.

**i tin'er a ry**, the detailed plan of a proposed journey: The salesman's *itinerary* included the northern towns of his territory.

**prom'is so ry**, *expressing* an *engagement* to pay: He settled his account with a *promissory* note.

**to bac'co nist**, a dealer in *tobacco*: The *tobacconist* offered his customers both imported and *domestic tobaccos*.

**as bes'tos**, a *fibrous fireproof mineral*.

**di min'ish**, to lessen; reduce.

**dit'to**, the same thing repeated.

**do mes'tic**, belonging to one's own country.

**en clo'sure\***, anything enclosed; the act of enclosing.

**en gage'ment**, a promise; an obligation.

**fi'brous**, having the character of fibers; *thready*.

**fres'co**, art or method of painting on plaster.

**fo'li os**, sheets of paper folded once.

**il leg'i ble**, not capable of being read.

**in clud'ed**, contained; enclosed within.

**in or gan'ic**, not of animal or vegetable nature.

**in tact'**, left complete or *unimpaired*.

**min'er al**, an *inorganic* substance.

**pal met'tos**, fan-palms.

**pend'ing**, during the continuance of.

**pre serv'ing**, maintaining *intact* or *unimpaired*.

**qual'i fy**, to fit for a particular place or office.

**sce na'ri os**, the synopses of plays.

**sil'age**, fodder *preserved* in airtight pits.

**si'los**, closed pits or towers in which *silage* is stored.

**stuc'co**, plaster for coating walls.

**stu'di os**, the workrooms of artists.

**un im paired'**, not diminished in quality or value.

chos'en

com'fort a ble

ech'oes

ex press'ing

fire'proof

mos qui'toes

of'fered

pi a'nos

po ta'toes

prom'is ing

to bac'cos

to ma'toes

\* Also *inclosure*.

## LESSON 38

**SPELLING AID 38** — final *c-ck*. Words ending in the sound of *k* represented by *c* usually take *k* after the *c*: *attack, hammock, stick* (except *almanac, arc, talc, zinc*); except words of more than one syllable, in which the *c* is preceded by *i* or *ia* (except *derrick*): *civ'ic, ma'niac*.

**au then'tic**, according with the facts; trustworthy; reliable: The newspaper published an *authentic* account of the fire; (b) of undisputed origin; genuine: Porter's copy of the document was *undoubtedly* an *authentic* one.

**cha ot'ic**, disordered and confused: Returning after an absence of three months he found matters in a *chaotic* condition.

**dep o si'tion**, the written *testimony* of a sworn witness: The clerk read the *depositions* of the absent witnesses.

**in'ven to ry**, a detailed account or schedule: The new manager was given an *inventory* of the merchandise on hand.

**arc**, any part of the circumference of a circle.

**cam'bric**, a fine linen or cotton cloth.

**civ'ic**, pertaining to a city or citizenship.

**co los'sal**, *enormous*; huge.

**com'bat**, to fight or contend with; to *oppose*; a fight; a contest.

**du'al**, relating to two.

**du'el**, a *prearranged combat* between two persons.

**e nor'mous**, exceeding the usual size.

**gi gan'tic**, like a giant; *colossal*; mighty.

**in as much'**, in consideration of the fact.

**in dict'**, to charge (by grand jury).

**in dite'**, to put into writing.

**mack'in tosh**, a waterproof garment.

**ma'ni ac**, an insane person.

**nar cot'ic**, a drug which reduces pain and produces sleep.

**op pose'**, to offer *resistance*; to object.

**pre ar ranged'**, provided for in advance.

**re cov'er**, to obtain again; *re-gain*.

**re gain'**, to *recover* possession of.

**re sis'tance**, act of resisting, *opposing*.

**skep'tic\***, one who doubts.

**talc**, a soft mineral compound.

**tes'ti mo ny**, a statement of a fact, as before a court.

**un doubt'ed ly**, assured beyond question.

al'ma nac

con test'ants

der'rick

dis cour'ag ing

gar'ment

ham'mock

man'age ment

re turn'ing

siz'ing

sought

tel'e gram

zinc

\* Also *sceptic*.

## LESSON 39

SPELLING AID 39 — final *c* followed by *e*, *i* or *y*. Words ending in *c* with the sound of *k* add *k* before a suffix beginning with *e*, *i* or *y* if the *k*-sound is to be preserved: *shellac*, *shellacking*, *shellacked*; *traffic*, *trafficking*, *trafficked*; *zinc*, *zinky*.

*K* is not added if the *c* is to take the *s*-sound: *fleece*, *fleecy*; *public*, *publicity*.

**com mis'sion**, *compensation* of an agent: The agent's *commission* was three per cent; (b) a body of persons acting under recognized authority: The governor appointed a *commission* to visit the jails; (c) a document conferring rank or authority: He received his *commission* as *lieutenant*; (d) the act of entrusting, to empower: He *commissioned* his brother to buy for him; (e) a trust, a charge: I have a *commission* to buy a house.

**pan'ic**, a sudden, unreasoning fear, especially when affecting many: An alarm of fire in the *theater* caused a *panic*; (b) *widespread* financial fright causing mercantile and banking failures: The federal reserve law is designed to prevent *panics*.

**pub lic'i ty**, state of being public, known to all: The *publicity* of the *location* made it very desirable; (b) *advertising*, especially in printed form: Our *publicity* work is done by Hart.

**traf'fic**, to buy and sell: The old man *trafficked* in junk; (b) transportation collectively: Locust Street *traffic* is very heavy.

**bro'ker**, one who buys and sells for another on *commission*.

**choir**, a body of trained singers.

**quire**, twenty-four sheets.

**com mend'a ble**, praiseworthy.

**com mit'ting**, doing; entrusting.

**com'pen sate**, to make suitable return to or for.

**grat'i fy**, to please, as by satisfying a need or want.

**li'bel**, slander.

**lo ca'tion**, place; position.

**o ri en'tal**, eastern.

**o ver whelm'ing**, crushing by reason of force or weight.

**ream**, twenty *quires* or five hundred sheets (of paper).

ad'ver tis ing      fleec'y

af fairs'      fu'ture

a larm'ing      lieu ten'ant

re mu'ner ate, to pay, reward, compensate.

re serve', a supply for future use; to withhold.

sat is fac'tion, complete gratification or compensation.

sei'zure, act of seizing; a sudden attack.

shel lac', a form of varnish.

shel lacked', treated with *shellac*.

sooth, truth.

soothe, to calm.

wait, delay.

weight, burden; load.

with al', with the rest; in addition.

zinck'y, like zinc.

pic'nic      traf'ficked

pic'nicked      wide'spread

the'a ter \*      with hold'

\* Also *theatre*.

## LESSON 40

**SPELLING AID 40** — compounds. A compound word is one that consists of two or more words either consolidated or connected by a hyphen: *public-spirited, well-to-do, toastmaster*.

There is no rule for the use of the hyphen. There is no uniformity of custom. Since the use of the hyphen is more or less a matter of personal taste, it is well to use it only when it serves to clarify the meaning. In this lesson and throughout this book some compounds are consolidated, as *blowpipe*, and some *hyphenated*, as *by-product*, while sometimes two words are associated without being joined, as *brand new*. The decision in each case has been based upon common usage.

**by'-prod uct**, a *secondary* or additional product produced in the course of manufacture: Coke is a *by-product*.

**de pres'sion**, a low or hollow place: The *removal* of the stone left a *depression* in the ground; (b) a lessening in value: The *depression* of the wheat market caused us a big loss; (c) low spirits: His actions *indicated* general *depression*.

**post date'**, to make the date of a paper or document later than the real date: The check was *postdated* three days.

**pub'lic-spir'it ed**, active in promoting the public *welfare*: Being *public-spirited*: Manton gave the city a municipal *playground*.

**blow'pipe**, a tube by which gas is blown through a flame.

**by'-law**, a *regulation* subordinate to a constitution.

**coke**, a fuel.

**con nec'tion**, union; combination.

**eye'-wit ness**, a personal observer.

**hy'phen ated**, *connected* by a hyphen.

**in'di cate**, to give a suggestion of.

**play'wright**, a writer of plays.

**poll tax** (pole), a tax on the person.

**prac'tice**, a custom; a habit.

**prac'tise**, to do or perform often.

**pre side'**, to act as head or ruler; to superintend.

**reg'u la tion**, a rule prescribed for conduct; the act of regulating.

**re mov'al**, taking or going away.

**sec'on da ry**, of second rank.

**self-re spect'**, rational self-esteem.

**sub'di vide**, to divide again.

**toast'mas ter**, one who *presides* at a *banquet* or similar occasion.

**tor'toise-shell**, the shell of the sea-turtle.

**town'ship**, a county *subdivision* six miles square.

**un'der cur rent**, hidden drift or tendency.

**up'-keep**, maintenance.

**wel'fare**, condition of health, happiness, and prosperity.

**well-to-do'**, in prosperous circumstances.

ban'quet

brand new

ev'er y where

hol'low

off'set

play'grounds

sec ond hand'

sug'ar cane

through out'

to day\*\*

to mor'row\*

to night\*\*

\* Also *to-day*, *to-morrow* and *to-night*.

## LESSON 41

**SPELLING AID 41** — compound plurals. Compounds form the plural on the chief element of the word in its regular manner: *charwomen, inkstands, sons-in-law*.

**ad vice'**, counsel, or an opinion *recommended* to be followed: His physician *advised* him to seek the *advice* of a *specialist*; (b) special information: We have had *advices* to the contrary from our agent.

**de plete'**, to *exhaust*; to lessen: The sudden *depletion* of our stock of *rice paper* *necessitated* a reorder.

**pro fes'sion**, an *occupation* that involves a *liberal education*, and mental rather than *manual labor*: He was by birth an American, by *profession* a *musician*; (b) act of professing or declaring: He made a *profession* of faith in his friend; (c) a pretense: His *profession* of honesty was not very convincing.

**rough draft**, an incomplete sketch of a plan or an article: The architect submitted a *rough draft* of the proposed alterations.

**ad vise'** (vize), to counsel; to give advice.

**bull's-eye**, the center of a target.

**cash'book**, book for cash accounts.

**char'wom en**, women who scrub and clean.

**con vinc'ing**, satisfying by evidence.

**de vote'**, to *surrender* completely; to set apart.

**draughts'men**, those who draw plans, etc.

**dry goods\***, textile fabrics.

**en tire'ly**, wholly.

**ex er'tion**, strong effort.

**ex haust'** (egs awst'), to draw off entirely; to weaken.

**fore'sight**, thoughtful care for the future.

**la'bor**, *physical* or mental exertion.

**lib'er al**, broad, generous, bountiful.

**man'u al**, done, made, or used by the hand; a handbook.

**mu si'cian**, one skilled in music.

**ne ces'si tat ed**, made necessary.

**oc cu pa'tion**, one's regular, principal, or immediate business.

**out'growths**, results.

**phys'ic al**, relating to the body or to the material universe.

**rec om mend'ed**, offered for favorable consideration.

**rice pa'per**, paper made from rice straw.

**spe'cial ist**, a person *devoted* to some one study, *occupation*, or *profession*.

**sur ren'der**, to give up.

edge'wise

ink'stands

off hand'

rath'er

ed u ca'tion

land'lords

pen'knives

screw'driv ers

fore'man

laun'dry men

post'master

sons'-in-law

\* Also *dry-goods*.

## LESSON 42

**SPELLING AID 42** — *ize*. *Ise*, *ize* and *yeze* are suffixes used to form verbs denoting to make, give, or practice.

*Ize* is most frequently used in the United States — always when the verb is formed from another word, as *equal*, *equalize*, and sometimes when it is not, as *antagonize*.

**clear'ing house\***, an office where the banks of a community adjust their respective *balances*: The check went through the *clearing house* two days after it was deposited.

**dis so lu'tion**, a breaking up: The *dissolution* of the firm followed the death of its president; (b) change of form by chemical agency: He wished to effect the *dissolution* of the compound.

**e'qual ize**, to make equal: We *equalize* freight rates from Boston.

**scrip**, a *certificate* showing that the holder is entitled to something, as money or stock: During the panic the miners were paid in *scrip*.

**an tag'o nize**, to oppose actively.

**ar cade'**, a wide *passageway* through a building with shops on both sides.

**bal'an ces**, in accounting, *equality* or difference between *debits* and *credits*.

**cer tif'i cate**, a written *testimo-nial*; a *certified statement*.

**chute** (shoot) an inclined *trough* from a higher to a lower level.

**con demn'**, to pronounce to be wrong; to *sentence*.

**crit'i cize**, to judge as a *critic*; to find fault.

**dam'ming**, *obstructing* or *stopping*.

**damn'ing** (dam'ming), *condemn-ing*.

**deb'it**, the debtor side of an *ac-count*; *charge*.

**de part'ment**, a subdivision of an *organization*.

**em'pha size**, to make *emphatic*; to make especially distinct.

**ex plan'a to ry**, serving to *explain*.

**heir** (air), one who *inherits*.

**in her'it**, to receive under the law by reason of birth or the will of another.

**ini'tial**, standing at the *beginning*.

**i tal'i cize**, to distinguish by *italics*.

**i'tem iz ing**, setting down by *items*.

**ob struct'**, to *block*.

**re'al ize\***, to *appreciate*; to grasp *mentally*.

**script**, *handwriting*.

**sen'tence**, to pass legal judgment upon; words expressing a com-  
plete thought.

**sub'sti tute**, to put in the place of something else.

**top'ic**, a *subject*.

a mount'ing  
cen'tral ize  
dollars

lev'eled\*  
of'fice  
pas'sage way

self'ish ness  
sieve  
stopped

thou'sand  
trough  
wor'thy

\* Also *clearing-house*, *realise*, and *levelled*.



## LESSON 43

**SPELLING AID 43 — *ise-yze*.** In Lesson 42 you learned of the qualities of *ize*. *Ise* is used when the word is not derived from another word: except *anglicize*, *antagonize*, *assize*, *baptize*, *capsize*, *prize*, *recognize*, *size*.

*Yze* is used in words derived from the Greek — *analyze* and *paralyze* are the only two in common use.

**as sign'ment** (*sine*), a making over by transfer of title: The bankrupt merchant made an *assignment* of his property; (b) something assigned to be done: The reporter's *assignment* was the Hood fire.

**fran'chise**, a *political* right, as of suffrage: A *criminal* is deprived of the *franchise* during the term of his *imprisonment*; (b) a special privilege: A street car company's *franchise* to use the streets is its *primary* asset.

**so'cial**, pertaining to society: Being of a *sociable* nature he made as many *social* engagements as his business would permit.

**sur mise'** (*mize*), to form an opinion on slight evidence: I do not know, but I *surmise* that I bought his last one; (b) a supposition: My *surmise* is based on the fact that the clerk showed me no others.

**ac tiv'i ty**, *vigorous* movement.

**an'a lyze**, to make an analysis of; to examine critically.

**an'gli cize**, to make or become English.

**as siz'es**, *sessions* of a court.

**bal'let** (*lay*), a dance, usually on the stage.

**bal'lot**, a vote; a ticket for voting.

**be stow'al** (*o*), the act of giving.

**cap size'**, to upset, as a boat.

**ces'sion**, act of ceding; assignment of property to creditors.

**ses'sion**, a meeting of an organized body.

**crim'i nal**, one convicted of a crime; relating to crime.

**de mand'ed**, claimed as due.

**de mise'** (*mize*), to bestow by will; death.

**dis fran'chise**, to deprive of a citizen's privileges, as of the *ballot*.

**de spise'**, to regard as worthless.

**des'pi ca ble**, that which should be *despised*.

**ex'er cise**, to employ or practice; *activity* for health or training.

**im pris'on ment**, state of being in prison.

**or'gan ized\***, arranged systematically.

**par'a lyze**, to deprive of power to act.

**po lit'i cal**, pertaining to public policy.

**pr'i ma ry**, first in importance or origin.

**so'cia ble** (*sha*), inclined to seek company.

**vig'or ous**, full of vigor; robust.

com'mon  
ev'er y thing  
ex am'ple

eye'ing  
keyed  
ko'dak

learn'ing  
lin'ing  
mer'chant

mir'ror  
move'ment  
sweep'ing

\* Also *organised*.

## LESSON 44

**SPELLING AID 44** — *ful* and *ly*. The suffix *ful* is spelled with one *l*: *powerful*. It does not double when adding another suffix: *helpfulness*. (The second *l* in such words as *gratefully* belongs to the suffix *ly*.) It forms its plural by adding *s*: *handfuls*.

*Ly* is an adverb suffix and is treated like any other word ending in final *y* preceded by a consonant. Read again the Aid given in Lesson 29.

**em'i grant**, one who moves out of a country: *Ireland's emigrant* becomes America's *immigrant* when he makes his home in America.

**mo nop'o ly**, exclusive control of a particular traffic: The firm had secured a *monopoly* of the filling station business of the town.

**re source'ful ness**, a capacity for finding means to do something: He showed his *resourcefulness* by *utilizing* the remnants of silk for decorations in his *window trim*.

**vir'tu al ly**, being in effect though not in fact: Hampton was *virtually* manager of the store though Kirk had the title.

**al'tar**, a table for divine sacrifice;  
a communion table.

**al'ter**, to change.

**boy'cott**, to combine against by  
refusing to deal with.

**de ceit'ful**, false; tricky.

**de'cent**, proper, suitable, *respectable*.

**de scent'**, act of descending, coming down.

**dis sent'**, disagreement.

**dec o ra'tions**, things used to  
adorn, to make beautiful.

**de light'ful**, extremely gratifying.

**es'ca la tor**, a moving stairway.

**grate'ful ly**, with appreciation and  
thanks.

**great'ly**, largely.

**harm'ful**, doing harm; injurious.

**il le'gal ly**, contrary to law.

**im'mi grant**, one who moves into  
a country.

**like'li hood**, probability.

**lin'o type**, a line of type cast in  
one piece; a machine for setting  
type.

**pow'er ful**, having great power or  
force.

**rem'nant**, a small remainder.

**re spect'a ble**, worthy of respect;  
of good name; reputable.

**sin cere'ly**, genuinely, truly.

**u'til ize**, to turn to practical ac-  
count.

**vast'ly**, immensely.

**win'dow trim**, an attractive dis-  
play of merchandise in a shop  
window.

beau'ti ful

fil'ing

fill'ing

ful fill'

hand'fuls

heart'i ly

help'ful ness

Ire'land's

oil'y\*

pail'fuls

sta'tions

truth'ful ness

\* Not *ly* but *y* as in *sooty*.

## LESSON 45

**SPELLING AID 45**—foreign expressions. There are many words and phrases in current English adopted *verbatim* from foreign languages. They retain the foreign spelling. Be careful to write two words when there are two words, as in *ad valorem*.

It is impossible to give in English *phonetics* the exact *equivalent* of the peculiar French *nasal* pronunciation. If you have a French friend, ask him to pronounce such words for you. In a few the pronunciation has been anglicized, as in *menu*.

**ad va lo'rem**, according to the value: The *ad valorem* duty on the imported goods was higher than he had *anticipated*.

**carte blanche** (kart blahnsh'), *unconditional* authority: The *league* gave Peters *carte blanche* in arranging for the *biennial* meeting.

**in del'i ble**, that cannot be blotted out or erased: The manager's words had made an *indelible* impression on his mind.

**pa pier'-ma che'** (pah pya'mah sha'), *pulped* paper *molded*: The dealer exhibited *papier-mache* models of *famous* *sculptures*.

**a'li as** (ayl'i as), otherwise called; an *assumed* name.

**an tic'i pate**, to look forward to; to foresee; to expect.

**as sume'**, to take up; to take for granted.

**as sump'tion**, the act of *assuming*; a supposition.

**bi en'ni al**, occurring every two years.

**chic** (sheek), natty, clever, smart, stylish.

**dé bris'** (day bree'), *ruddish* resulting from destruction.

**de luxe'**, of surpassing quality.

**e quiv'a lent**, equal, as in value, etc.

**e rased'**, obliterated; rubbed out.

**fa cade'** (sahd), the front or chief face of a building.

**gra'tis**, freely; without cost.

**meat**, flesh used as food.

**meet**, to come together.

**mete**, to measure, as justice.

**men'u**, a bill of fare; the dishes served.

**na'sal** (nay'zal), pertaining to the nose.

**per an'num**, by the year.

**pho net'ic**, directly representing spoken sound.

**pulped**, made into pulp; mashed fine.

**sculp'ture**, to fashion by modeling; any sculptured work.

**ta'ble d'hote'** (tah'bl dote'), a meal served at a fixed price.

**un con di'tion al**, without restrictions; absolute.

**ver ba'tim**, in the same words; word for word.

charge'a ble

chauf feur (shoh fur')

driv'ing

du'ty

fa'mous

league

may'be\*

mold'ed†

rub'bish

seize

trow'el

tun'neled†

\* Verb *may be*; adverb *maybe*.

† Also *moulded* and *tunnelled*.

## LESSON 46

**SPELLING AID 46 — ous-us.** You need never be confused as to whether to use *ous* or *us* if you will remember that the one is used with adjectives, as *spurious*, *generous* (except *bogus* and *minus*) and the other with nouns, as *bonus*, *census*.

A few words add *e* or *i* before the *ous* in order to soften the sound, as *copious*, *gaseous*, *righteous*.

**ap pa ra'tus**, a *complex* device for *specific* action : He had patented an *apparatus* for *detecting* bogus bills.

**bo'na fi'de**, in good faith, without deceit : The transaction was *bona fide* in every respect.

**cen'sus**, the official numbering of a people : The 1920 *census* showed enormous gains in the cities.

**mar'gin** (mahr), a difference between cost and selling price : His *margin* of profit was seven per cent ; (b) a *percentage* of the purchase price deposited with a broker : He bought *motor* and other *industrials* on *margin* ; (c) edge or border : He wrote his *reply* on the *margin* of the letter.

**al low'ance**, a supply in a fixed quantity.

**am'ple**, sufficient ; large.

**bo'gus**, counterfeit ; *spurious*.

**bo'nus**, a premium or extra *allowance*.

**cal'lous**, hardened, as the skin, by pressure ; unfeeling.

**cal'lus**, a thickening of *tissue*.

**com'plex**, made up of various parts.

**co'pi ous**, ample ; abundant.

**cour'te ous** (ker), polite.

**de li'cious**, *extremely pleasant*.

**de tect'ing**, finding out ; *discovering*.

**du'bi ous**, doubtful ; *problematic*.

**ex tem po ra'ne ous**, without preparation.

**im'ple ment**, a thing used in manual work ; a tool.

**in dus'tri als**, stocks of manufacturing concerns.

**jus'ti fy**, to prove or show to be just.

**o ver haul'**, to examine carefully.

**per cent'age**, rate per hundred.

**re lief'**, act of *relieving* ; comfort ; ease.

**re lieve'**, to give ease or comfort.

**spe cif'ic**, distinctly and plainly set forth.

**spu'ri ous**, false ; counterfeit.

**tis'sue** (tish), substance, as of flesh or fabric.

**un war'rant a bly**, without reason or *justification*.

bliz'zard

gas'e ous

mo'tor

rail'roads

bor'dered

gen'er ous

num'ber ing

re ply'ing

ex treme'ly

mi'nus

pleas'ant

right'eous (ri'chus)

## LESSON 47

**SPELLING AID 47** — words spelled alike but pronounced differently. A word is a *vocal* sound used to *signify* a thought. There are words in the English language spelled alike but pronounced differently. Generally these words are closely related and the difference is only in the accent, as in *ac'cent* and *accent'*, but sometimes the difference is also in the value of the letters, as in *re-sume'* and *re-su-me'*.

**ex po'sure**, an *exposed* state: The *exposure* of the iron to the weather had caused it to rust; (b) outlook: The room had southern *exposure*; (c) the act of *exposing*, revealing: The *exposure* of Cory as an *embezzler* created great *excitement* in the *village*.

**in val'id**, void, null, not valid: The *invalid* was informed that his will would be *invalid* unless signed in the presence of two witnesses.

**mi nute'**, very exact and detailed: He asked to be given a *minute* account the *minute* it could be prepared.

**re sume'** (zume), to begin again after stopping: After dinner I shall *resume* reading the *resumé* of the committee's report.

**aye\*** (a), always; ever.

**aye\*** (i), yes.

**ap pro'pri ate**, to take for one's own use; fitting; suitable.

**buff'et**, to strike; to beat repeatedly.

**buff et'** (fay), a sideboard; a place where drinks are served.

**cre a'tor**, one who creates, causes to be.

**em bez'zle ment**, *fraudulent appropriation* of another's property.

**ex cite'**, to call or stir to activity in any way.

**ex pose'**, to display openly; to reveal.

**ex po se'** (zay), an undesirable or embarrassing *exposure*.

**ex tend'**, to reach out; to make larger; to lengthen.

**ex ten'sion**, act of *extending*; *enlargement*; size.

**fraud'u lent**, proceeding from fraud; cheating.

**in'val id**, one habitually ill.

**min'ute** (it), sixty seconds.

**pro ject'**, to plan; to cause to *extend* forward.

**proj'ect**, something mapped out in the mind.

**re su me'** (rezh u ma'), a summary.

**sig'ni fy**, to express, declare, denote.

**vice**, evil; sin.

**vise\***, a carpenter's clamping device.

**vi se'** (zay), a signature of formal approval on a document.

**wors'ted** (woos), a cloth; yarn.

**worst'ed**, beaten.

an'chor

a part'ment

awn'ing

daz'zling

en large'ment

plumb'er

search'light

scis'sors

shal'low

siege

vil'lage

vo'cal

\* Also *ay* and *vice*.

## LESSON 48

**SPELLING AID 48** — final *a*. Words ending in *a* never take a silent *e* and generally form the plural by adding *s*: *aroma*, *aromas*; *panorama*, *panoramas*. The exception is in a few words from the Latin which retain the Latin plural, as *alumna*, *alumnae*.

**a ro'ma**, the quality of a substance constituting its *fragrance*: The coffee had a delicate *aroma*.

**di lem'ma**, a difficult choice or position: His *dilemma* was whether to go himself and miss the business at home or to send his inexperienced assistant and probably lose the order.

**per cap'i ta**, by the head; for each person: A *per capita assessment* was voted by the *membership*.

**pol'i tic**, wisely adapted to an end; prudent: He did not deem it *politic* to interview both men at the same time.

**al fal'fa**, a species of clover.

**a lum'na** (pl. *alumnae*), a woman graduate or former *pupil* of a school.

**as sess'ment**, an amount or portion (to be paid).

**en rolled'**, enlisted; placed on record.

**es'sence**, the intrinsic nature of anything; that which makes it what it is.

**fi'ber**, a fine thread; the *essence* of anything.

**fra'grant**, having an agreeable smell.

**grad'u ate**, to give or take a degree from a school; to divide into grades.

**in sin'u ate**, to suggest indirectly.

**mil'i ta ry**, pertaining to soldiers or warfare.

**mi li'tia** (lish), citizenry enrolled for military service in emergencies.

**pan o ra'ma** (rah), a complete view in every direction.

**per form'ance**, execution; action.

**pi'ca**, a size of type.

**pla'za** (plah), an open square or market place.

**pol'i tics**, the science of government; party management.

**raf'fi a**, a palm fiber.

**ret'i na**, the inner coat of the eye.

**sal'a ble**, capable of being sold.

**sail'a ble**, navigable.

**sal so'da**, washing soda.

**se'pi a**, dark brown, with a tinge of red.

**ser'vice a ble**, capable or fit for *performance* of duty.

**ul'tra**, extremely.

ac'tive ly  
a lum'nae  
ba na'nas

cam'er as  
co'coa nut  
dis lik'ing

ex cep'tion  
mar'ket a ble  
mem'ber ship

pa ja'mas  
pu'pil  
um brel'las



LESSON 49

**SPELLING AID 49 — tion-sion.** *Tion* is a noun suffix denoting *act, state of being, or agent*. *Sion* is usually used instead if the root word ends in *d*, as *comprehend, comprehension*; *de*, as *collide, collision*; *mit*, as *admit, admission*; *s*, as *digress, digression*; or *se*, as *revise, revision*. Root words ending in *rt* sometimes take *tion*, as *insert, insertion* and sometimes *sion*, as *revert, reversion*.

**at tach'**, to take by legal authority: The landlord *attached* the furniture to secure payment of the rent; (b) to make fast to something; to connect: The pencil sharpener was *attached* to the desk.

**di gress'**, to turn aside, especially from the main *subject*: The lecturer frequently *digressed* from his *subject* to insert illustrative stories.

**in tu i'tion**, *instinctive* knowledge: His *intuition* prompted him to proceed with *caution*.

**tra di'tion**, stories, beliefs, and usages handed down from *generation* to *generation*: It was a *tradition* in the town that May 30 should be a holiday.

**ad mis'sion**, entrance or price of entrance; act of conceding.

**cau'tion**, care, wariness, prudence.

**col lide'**, to meet and strike violently.

**col li'sion**, act of *colliding*.

**com pre hend'**, to grasp mentally; to include.

**com pre hen'sion**, understanding.

**de duc'tion**, reasoning; subtraction.

**di gres'sion**, act of *digressing*.

**gen er a'tion**, the individuals existing at one time; the act of generating, producing.

**en treat'y**, an earnest request.

**e rec'tion**, process of building.

**ex cur'sion**, a short journey for pleasure; a *digression*.

**in'stinct**, a natural inward impulse.

**ig ni'tion**, the act of catching fire.

**o mis'sion**, that which is omitted or left undone.

**per fec'tion**, supreme excellence.

**per'fect**, without fault or flaw.

**per suade'**, to win over by *entreaty* or reasoning.

**per sua'sion**, act of *persuading*.

**ra'tion**, fixed allowance or portion.

**re ver'sion**, return to a former state.

**re vert'**, to turn back.

**re vise'**, to change or alter for the better.

**re vi'sion**, act or result of *revising*.

at ten'tion

De cem'ber

fur'ni ture

in stead'

pen'cil

prompt'ed

self-willed'

ship'ping

sub'ject

tough

to'ward

train'ing

## LESSON 50

SPELLING AID 50 — *tious-cious*. Some nouns ending in *tion* have a corresponding adjective ending in *tious*, as *ambition*, *ambitious*; *caution*, *cautious*. Nouns ending in *ce* or *city* usually have a corresponding adjective ending in *cious*, as *vice*, *vicious*; *tenacity*, *tenacious*.

However, there are adjectives in both *tious* and *cious* without corresponding nouns, as *facetious* and *luscious*.

**fu'tures**, securities sold or bought upon promise of future delivery:  
Dealing in *futures* is extremely hazardous.

**nu tri'tious**, *nourishing*: The visitor brought *luscious* pears and *nutritious* eggs and milk to the invalid.

**ten ac'i ty**, strength, power of holding, quality of being *tenacious*: His *tenacity* of purpose in the face of repeated *defeat* was remarkable.

**vi'cious**, *addicted to vice*; *wicked*: The *prisoner* was supposed to be a *vicious* man; (b) *morally injurious*: The youth had been subjected to *vicious* influences; (c) *unruly* or *dangerous*: The horse was extraordinarily *vicious*.

**ac cus'tomed**, habitual; usual.

**ad dict'ed**, inclined to the *pursuit* or practice of; *accustomed*.

**am bi'tion**, a worthy eagerness to achieve.

**am bi'tious**, having *ambition*.

**av a ri'cious**, greedy of gain; *covetous*.

**ca pa'cious**, spacious, roomy.

**cau'tious**, exercising caution, prudence.

**cov'et ous**, *greedily* eager to acquire and possess.

**de fec'tive**, imperfect; faulty.

**dil'i gent**, industrious; *pains-taking*.

**fa ce'tious**, *jocular*, witty.

**hyp'o crite**, one who acts a false part or makes false professions.

**in ju'ri ous**, hurtful.

**in ves'ti gate**, to inquire into systematically.

**joc'u lar**, in a joking mood.

**lus'cious**, pleasing to the taste.

**nour'ish ment**, that which promotes growth.

**nu tri'tion**, the process by which growth is promoted.

**per ni'cious**, tending to injure.

**pre'cious**, highly priced or prized.

**pur suit'**, act of pursuing, following; a business.

**re mark'a ble**, worthy of special notice.

**re search'**, continued and diligent investigation.

**te na'cious**, holding strongly; unyielding.

de feat'

fault'less ly

greed'i ly

men'tioned

mo'tion ing

pains'tak ing

pris'on er

sock'et

source

un ru'ly

va ca'tion

vis'i tor

## LESSON 51

**SPELLING AID 51 — *tial-cial*.** There is no hard and fast rule for the use of these, but in general the following apply:

If there is a corresponding word ending in *t* or *ence*, use *tial*: except *beneficial*, *financial*, *provincial*.

If there is a corresponding word ending in *ce* (not *nce*) use *cial*: except *palatial*.

**cre den'tials**, certificates showing that one has been given certain authority or is a duly elected *delegate*: On reaching *convention headquarters* Dawes presented his *credentials*.

**e lic'it**, to draw forth or out: By skillful questioning the attorney *elicited* information that led to the discovery of the *illicit* liquor.

**en hanced'**, made higher or greater in degree, measure, or importance: *Concrete* sidewalks and *macadamized* streets *substantially enhanced* the desirability of the district for *residential* purposes.

**nu'cle us**, the center of *development*: The glove factory had been the *nucleus* of the great fortune which was now *invested* in almost every branch of industry.

**ben e fi'cial**, tending to improvement.

**brev'i ty**, shortness.

**com ple'tion**, state of being completed, finished.

**con fi den'tial**, told in confidence; secret.

**con ven'tion**, a formal meeting of *delegates*.

**cru'cial**, *decisive*; having the form of a cross.

**de ci'sive**, putting an end to uncertainty.

**de fer en'tial**, respectful.

**del'e gate**, a person sent as representative of a *group* with power to act.

**del'i cate**, *daintily* pleasing; easily injured.

**de vel'op ment**, gradual growth or *completion*.

**fa'cial**, of or affecting the face.

**il lic'it**, *unlawful*.

**in flu en'tial**, having great influence.

**mac ad'am ize**, to pave with small broken stones.

**pa la'tial**, like a palace.

**po ten'tial**, possible but not actual.

**pro vin'cial**, rustic; local.

**res i den'tial**, pertaining to a residence, a home.

**rogue**, a rascal.

**rouge** (roozh), tint for the *complexion*.

**sub stan'tial ly**, materially; essentially.

**sus pect'**, to imagine to exist; to *distrust*.

**sus pi'cion**, doubt; *distrust*.

com plex'ion

con crete'

dain'ti ly

dis trust'

fol'low ing

grouped

head'quar ters

in vest'ed

par'tial

rus'tic

skill'ful

un law'ful

## LESSON 52

**SPELLING AID 52** — *ant-ent, ance-ence, ancy-ency*. In Lessons 31, 32 and 33 you learned of the importance of thoroughly memorizing the *er-or-ar* terminants. There is another large group of words whose terminants are equally difficult to distinguish because of the similarity of sound, the *ant-ent, ance-ence* and *ancy-ency* words.

All are nouns except the *ant-ent* words, which may be nouns, as *hydrant, equipment*; or adjectives, as *constant, solvent*; or occasionally verbs, as *tenant, augment*. Observe that the adjectives usually have a corresponding noun in *nce* or *ncy*, as *constancy, solvency*. Sometimes there are corresponding words ending in both *ant* and *ent*, in which case *ant* is usually a noun and *ent* an adjective, as *descendant, descendent*. Sometimes a word is both noun and adjective, as *attendant*; sometimes both noun and verb, as *supplement*.

Learn to pronounce them correctly and when in doubt consult the dictionary.

**aug ment'**, to increase: The sales were *augmented* by foreign orders.

**claim'ant**, one who claims: The *unlabeled* trunk had no *claimants*.

**sol'ven cy**, state of being solvent, able to pay all debts: The firm's *solvency* was unquestioned.

**sup'ple ment**, something added that supplies a deficiency, especially an addition to a publication: The latest *Nation* had a book review *supplement*; (b) to make an addition providing something *lacking*: Tod *supplemented* his first report with the shipping date of the order.

**ad mit'tance**, *permission* to enter.

**at ten'dant**, one who attends; following; waiting upon.

**con sent'**, to yield *voluntarily*; act of consenting.

**con'stant**, steady; invariable.

**de scend'ant**, an offspring.

**dir'i gi ble**, that may be directed.

**du'ra ble**, lasting.

**e quip'ment**, a complete outfit.

**in hab'it ant**, a resident.

**lack'ing**, being short of.

**per'ma nent**, *durable*.

**per mis'sion**, *consent*.

**pli'ers**, small pincers for bending.

**re mem'brance**, that which is remembered.

**re mit'tance**, that which is remitted, sent, as money.

**sed'i ment**, dregs.

**se'nile**, pertaining to old age.

**sup plant'**, to take the place of.

**ten'an cy**, state of being a *tenant*.

**ten'ant**, one who occupies rented property; to occupy.

**un la'beled**, not labeled or tagged.

**ur'gen cy**, state of being *urgent*.

**ur'gent**, demanding immediate attention.

**vol'un ta ry**, proceeding from the will.

bis'cuit  
blos'som  
cheer'ful

ce ment'  
down'ward  
hy'drant

mem'o riz ing  
re'cent  
ser'vant

shav'ing  
si'lence  
va'cant

## LESSON 53

**SPELLING AID 53 — *al-el-le*.** Still another class of words whose terminants must be carefully discriminated are the *al-el-le*. *Al* is an adjective terminant (as you learned in Lesson 9) meaning "relating to." *El* and *le* (though not *able-ible*) are usually nouns, often used as adjectives, as *chisel*, *shovel*.

Note that there are a few nouns in *al*, as *opal*, *refusal*, *sandal*, and a few adjectives in *le*, as *simple*, *single*, *soluble*, *supple*, in addition to all the adjectives in the *able-ible* classification.

Pronounce these words carefully and when in doubt consult the dictionary.

**ac quit'tal**, the state of being cleared from an *accusation*: *The attorney secured the prisoner's acquittal.*

**au'di ence**, an assembly of hearers: *The audience listened attentively;*  
(b) a formal interview or conference: *He asked for an audience with the president.*

**mu'ral**, relating to a wall: *The mural paintings were by Aquadro.*

**re fus'al**, act of refusing: *His refusal to sell at any price was a surprise;*  
(b) the privilege of accepting or rejecting: *I have the refusal of the corner lot.*

**ac cu sa'tion**, a charge of guilt.

**ap par'ent**, visible; seeming.

**at ten'tive ly**, with attention.

**ce're al**, *edible* grain.

**se'ri al**, of a series.

**chan'nel**, the bed of a stream.

**chis'el**, a cutting tool with the edge at the end of the blade.

**clas si fi ca'tion**, an arrangement into classes.

**dis crim'i nate**, to note the difference between.

**eb'o ny**, a hard heavy wood, usually black.

**ed'i ble**, suitable for food.

**en act'**, to make into a law; to represent as in a play.

**flex'i ble**, capable of being bent.

**ho ri'zon**, the line of *apparent* meeting of earth and sky.

**hor i zon'tal**, parallel to the *horizon*.

**o'pal**, a varicolored precious stone.

**opt'ion al**, depending on choice.

**pan'el**, a rectangular section of wall or other surface.

**sand'al**, a foot covering.

**sol'u ble**, capable of being dissolved.

**stat'ue**, any sculptured work.

**stat'ute**, a law enacted by a legislature.

**sup'ple**, easily bent; *flexible*.

**u ten'sil**, an implement; a vessel.

bush'el

col'ored

col'umn

cov'er ing

doubt'ful

lis'tened

nos'tril

par'cel

shov'el

sim'plest

sin'gle

sur prise'

## LESSON 54

**SPELLING AID 54** — *an-en-in-on*. That *correct* pronunciation and spelling are closely *allied* is again *demonstrated* in the words ending in *an*, *en*, *in*, and *on*. These words are often misspelled because of the obscure vowel, but if you will give this vowel its full — even though slight — due, the difficulty disappears. For example, say *American*, not *Americun*, *masculine*, not *masculun*, etc.

**a cu'men**, *keenness* of mind; quickness of *discernment*: Business *acumen* developed to an unusual degree was a big factor of his success.

**al'i bi**, a plea of being elsewhere at the time a crime was committed: Hanson established an *alibi* through the testimony of three friends.

**en vi'ron ment**, one's surroundings or external circumstances collectively: The attractive *environment* of [the new sun-lighted work-rooms made for the greater interest of the *employees*.

**san'guine**, hopeful, confident: The candidate was *sanguine* of his election.

**ab stain'**, to withhold one's self from.

**ab ste'mi ous**, eating and drinking sparingly.

**ab'sti nence**, act or practice of *abstaining*.

**al lied'**, associated and bound.

**cham'pi on**, the *victor* in an open contest.

**con struc'tion**, building; *interpretation*; meaning.

**dem'on strat ed**, proved or made clear by actual practice.

**dis cern'ment** (diz zern), *keenness* of judgment; ability to discriminate.

**em ploy ees'\***, persons employed.

**ex ter'nal**, outside; an outer part.

**in ex cus'a ble**, not admitting excuse.

**in ter pre ta'tion**, explanation given; meaning.

**mas'cu line**, male.

**mech a ni'cian**, one skilled in the theory or *construction* of machines.

**oc'ta gon**, a figure having eight sides.

**ox'y gen**, an element of air.

**par'af fin\***, a waxy substance.

**pe des'tri an**, one who is walking.

**pro voke'**, to cause to act; to elicit.

**prov o ca'tion**, act of *provoking*.

**re frain'**, to abstain from action.

**si'phon**, a bent tube used for drawing off liquids.

**the'o ry**, the general principles of any body of facts; a proposed explanation.

**wan'ton**, *inexcusable*; without provocation.

ab do'men

cin'na mon

cor rect'

crim'son

keen'ness

mel'on

or'phan

rib'bon

slo'gan

threat'en

un-A mer'i can

vic'tor

\* Also *employés* and *paraffine*.



## LESSON 55

**SPELLING AID 55** — *ive*. *Ive* is an adjective termination meaning “doing” or “serving to do” added to words ending in *s* and *t*.

**con jec'ture**, to judge from incomplete evidence: He could only *conjecture* the probable cause of the *excessive* demand for *massive* furniture; (b) a surmise: His statement was not based on positive knowledge but was merely *conjecture*.

**cul'ti vate**, to till (land) or raise a crop by so doing: Careful *cultivation* and favorable weather produced a good corn crop; (b) to improve or develop by study or training: He *cultivated* a memory for names and faces.

**pre rog'a tive**, any characteristic privilege peculiar to a person or class: In the event of a tie it is the *prerogative* of the *chairman* of a meeting to cast the *deciding* vote.

**tar pau'lin**, a *waterproof* canvas: The workmen protected the floor with a *tarpaulin* while they decorated the walls.

**ag'ri cul ture**, the art or science of *cultivating* the ground.

**a tone'ment**, *reparation* for wrong or injury.

**cap'i tal ize**, to convert into or use as capital; to begin with a capital letter.

**chair'man ship**, the office of *presiding* officer.

**chat'tel**, an article of personal property.

**com pet'i tive**, based on competition, rivalry.

**con sist'ent**, agreeing with itself, or with something else.

**cul'ti va tor**, a machine for plowing.

**ex ces'sive**, immoderate; extreme.

**forth with'**, immediately.

**mas'sive**, constituting a large mass; *ponderous*.

**neg'a tive**, the opposite of positive.

**of fen'sive**, that gives offense.

**pas'sive**, unresisting.

**pen'nant**, a long narrow flag.

**pon'der ous**, weighty; bulky; huge.

**pro tect'ed**, kept from harm.

**re pair'**, to mend.

**rep a ra'tion**, the act of *repairing*; *atonement*.

**sed'a tive**, having a soothing tendency.

**seg'ment**, a section; a part cut off.

**stat'ure**, the height of the human body.

**tinc'ture**, to impart a slight hue or odor to.

**un pro duc'tive**, producing little or nothing.

awk'ward  
de cid'ing  
ges'ture

goose'ber ry  
lo co mo'tive  
min'is ter

mis car'ry  
mois'ture  
mo'tive

na'tive  
o'dor  
wa'ter proof

## LESSON 56

**SPELLING AID 56** — words spelled in two ways. In Lesson 32 you learned that words ending in *or* may also be spelled *our*, and in Lesson 52 that some words have either *ant* or *ent* as a terminant. There are many words correctly spelled in two ways. This is because English is derived from other languages and its spelling is constantly changing. While your attention is called to the various forms, the spelling given in the lessons is the preferred American form.

Many words ending in *er* may also be spelled *re*, as *caliber*, *calibre*; *luster*, *lustre*; *meter*, *metre*; *maneuver*, *manoeuvre*; etc. Use the *er*-form.

Some words use either *ence* or *ense* as a suffix, as *offense*, *offence*. Use *ense*, and note that the following are always spelled with *ense*; *expense*, *suspense*, *dispende*, *intense*, *immense*, *condense*, *response*.

**ad ja'cent**, lying near: His lot was *adjacent* to ours.

**al le'giance** (al lee'jans), *fidelity* to a superior or a principle: Patterson had proved his *allegiance* to the firm.

**cal'i ber**, the internal diameter of a tube: He had a .44-*caliber* revolver; (b) degree of individual capacity or power: Austin was a man of high *caliber*.

**in trigue'**, to work for an end by secret means: The *politician* *intrigued* for a federal appointment; (b) a plot or scheme: He discovered an *intrigue* among the *minority* stockholders.

**a ban'don**, to give up *utterly*.

**con dense'**, to abridge; to put into smaller space.

**de fend'ant**, one required to make answer in a legal action.

**de fense'**, a plea in justification; anything that defends.

**de spair'**, to *abandon* hope.

**des'per ate**, without hope, hence reckless.

**dis pense'**, to do without; to *distribute*.

**dis trib'ute**, to give to each his share.

**en deav'or**, to attempt, to try.

**fi del'i ty**, faithfulness.

**fel'o ny**, a grave crime.

**fe lo'ni ous**, showing criminal purpose.

**in censed'**, enraged; angry.

**in tense'**, strained or exerted to a high degree.

**lus'ter**, *brilliancy*; sheen.

**ma neu'ver**, to *intrigue*.

**mea'ger**, scanty.

**me'ter**, an instrument for measuring; a unit of measure.

**mi nor'i ty**, less than one half of any number.

**mis de mean'or**, an offense less than a *felony*.

**pol i ti'cian**, one engaged in politics.

**rec'om pense**, to compensate; a reward.

**re sponse'**, an answer.

**sus pense'**, *uncertainty*; indecision.

bril'liant

de creas'ing

dense

gas'es

im mense'ly

ma'son

rai'sin

ros'in (roz)

un cer'tain ty

ut'ter ly

view'point

vi'sion

## LESSON 57

**SPELLING AID 57** — words spelled in two ways. A few words formerly ending in *gue* are now spelled with final *g*, as *catalog*, and others having final *me* are now spelled without it, as *program*.

Certain words are correctly spelled with either final *l* or *ll*, as *instil*, *instill*. Observe that the following are always spelled with final *l*: *compel*, *dispel*, *excel*, *xpel*, *impel*, *repel*, *propel*.

A few words ending in silent *e* either retain or discard the *e* when taking a suffix: *judgement*, *judgment*.

Others have either *in* or *en* as a prefix: *enclose*, *inclose*; *enquire*, *inquire*.

**fix'tures**, furniture attached to the building, as shelving, etc.: The furniture and *fixtures* of the shop were for sale.

**guar an tee'**, to assure the performance of: Payment of the note was *guaranteed* by a mortgage; (b) to secure against loss or damage: The tire was *guaranteed* for ten thousand miles.

**in stall'ment\***, a partial payment: He bought the house on *installments*; (b) one of several parts furnished at different times: The third *installment* of the serial will appear next month.

**raze**, to tear down, to *demolish*: He *razed* all the old buildings.

**de flec'tion**, a turning aside; deviation.

**de mol'ish**, to *destroy* by tearing down.

**de stroy'**, to bring to ruin.

**de struc'tion**, act of *destroying*; ruin.

**dis pel'**, to scatter, to *disperse*.

**dis perse'**, to drive in different directions.

**en dorse'**, to *sanction* or *guarantee*.

**guar'an tor**, one who *guarantees*.

**guar'an ty**, the act of *guaranteeing*.

**hu'man**, pertaining to man.

**hu mane'**, showing kindness.

**hy'gi ene**, relating to the *preservation* of health.

**in stall'**, to put in office; to establish in a place.

**in still'\***, to impart gradually.

**ped'al**, a lever operated by the foot; relating to the feet.

**ped'dle**, to sell from house to house.

**pres er va'tion**, the act of maintaining intact or unimpaired.

**raise**, to increase; to lift up.

**re en force'\***, to give new force to.

**re flec'tion**, act of reflecting or throwing back.

**re pel'**, to drive back, to check.

**sanc'tion**, to approve authoritatively.

**som'ber**, gloomy; dark.

**vet'er an**, one long trained in any service.

cad'die\*

cat'a log

en closed'\*

fa'vor ite

fla'vor

hu'mor

mean'while

pro'gram

se dan'

tax'i cab

to'ken

typ'ing

\* Also *instalment*, *instil*, *reinforce*, *caddy*, *inclosed*.

## LESSON 58

**SPELLING AID 58** — silent letters, *b-c-e-g*. English spelling is made difficult by silent letters. Observe the following *generalities*:

*B* is silent after *m* in the same syllable, as *bomb*, *buncombe*, and before *t* when not in compounds, as *debt*, *subtle*.

*C* is silent between *s* and *le*, as *muscle*; and between *s* and *e* or *i*, as *fascinate*, *iridescent*.

*E* is silent when initial before *u*, as *eulogize*; when *medial*, as *foreign*; and when final following a consonant at the end of a word, as *fluctuate*.

*G* is silent when initial before *n*, as *gnarled*; and before *m* and *n* final, as *campaign*, *phlegmatic*.

**dis tort'ed**, twisted into an unnatural or irregular form: His face was *distorted* with anger; (*b*) to interpret falsely: The facts were grossly *distorted* in the newspaper *version* of the occurrence.

**fluc'tu ate**, to pass backward and forward irregularly: The stock market fluctuated seven points in three days.

**im pugn'** (*pune*), to call in question, to contradict: The testimony of the witness, though *succinct*, was *impugned* by the established facts.

**ir i des'cent**, exhibiting changing *rainbow* colors: The bowl was made of *iridescent* glass.

**a lum'nus** (pl. *alumni*), a male graduate or former pupil of a school.

**as'pect**, appearance; *mien*; view.

**bun'combe** (*bung'kum*), anything said or done for mere show.

**cam pain'**, a series of operations to bring about a result.

**con cise'**, expressing much in few words.

**eu'lo gize**, to praise.

**fas'ci nate**, to attract *irresistibly*.

**gen er al'i ty**, a general statement; the main part.

**gnarled**, knotty, *distorted*.

**ir re sist'i ble**, not capable of being opposed.

**mean**, to intend; poor; *evil*.

**mien**, bearing; look.

**me'di al**, pertaining to the middle.

**os'cil late**, to swing to and fro.

**phleg mat'ic**, indifferent; sluggish.

**sen sa'tion**, feeling; excitement.

**struc'ture**, manner of building; a building.

**sub'tile**, delicate, fine, penetrating (applied to things).

**sub'tle** (*sut*), cunning, crafty, ingenious (applied to the mind).

**suc cint'**, *concise*; free of *superfluous* words.

**su per'flu ous**, being more than is needed.

**ver'sion**, an account from a particular viewpoint.

**vi'a duct**, a bridge-like *structure* to elevate a roadway.

**vict'uals** (*vit*), food for human beings.

ac'id

e'vil ly

rain'bow

ser'geant (sar)

a lum'ni

mus'cle

sau'cer

stock mar'ket

bomb

neg lect'

scen'e ry

syr'up

## LESSON 59

SPELLING AID 59 — silent letters, *h-i-k-n-o*. *H* is silent when initial in a few words, as *honest*, *heir*; and sometimes after *k*, as *khaki*, and *r*, as *rhubarb*.

*I* is silent when combined with *u*, as *nuisance*, *recruit*; almost silent when combined with *a*, as *solitaire*, and *e*, as *surveillance*.

*K* is silent before *n*, as *knack*, *knoll*.

*N* is sometimes silent when final and following *m*, as *solemn*, *condemn*.

*O* is silent after *e*, as *jeopardize*, *leopard*, and before *u*, as *detour*, *souvenir*.

**in ar rears'**, due and unpaid: The payments were three months *in arrears*.

**as sid'u ous**, constant in application: By *assiduous* attention to details he soon *recouped* his losses.

**in sid'i ous**, doing harm by slow and *stealthy* means: The progress of the disease was *insidious* and at first not noticeable.

**re gime'** (zheem), system of government or administration: During the Watson *regime* the house rules of the club were strictly enforced.

**an noy'ance**, something which vexes or worries.

**chic'le**, the *basic* principle of chewing gum.

**de mur'**, to offer objections.

**de mure'**, of serious demeanor.

**de tour'**, a roundabout way.

**en cour'aged**, inspired with hope or spirit.

**jour'nal**, a daily record.

**knack**, trick of doing a thing readily and well.

**knoll**, a small round hill.

**law'suit**, an action at law.

**phys'ic**, medicine.

**phy sique'**, physical build.

**may on naise'**, a salad dressing.

**re cep'tion**, a social gathering; act of receiving.

**re coup'**, to recover by way of compensation.

**re cruit'**, to repair with fresh supplies.

**sa lon'**, an art exhibition; a *fashionable reception*.

**sa loon'**, a barroom; the main cabin of a ship.

**sol'i taire**, a diamond or other gem set alone.

**sou ve nir'**, a token of remembrance.

**suc cumb'** (kum), to sink down; to yield.

**sur'tax**, an additional or extra tax.

**sur veil'lance**, the act of watching; state of being watched.

**sur vey'or**, one who surveys or examines.

au'tumn

bas'ic

fash'ion a ble

hon'es ty

kha'ki

knit'ted

knuck'le

leop'ard

nui'sance

rhu'barb

sol'emn

stealth'y

## LESSON 60

SPELLING AID 60 — silent letters, *p-t-u-w*. *P* is silent when initial before *n*, as *pneumatic*, before *s*, as *psychology*, before *t*, as *ptomain*; also in *corps*, *cupboard*, *raspberry*, *receipt*.

*T* is silent after *s* when followed by *l*, as in *whistle*, or *m*, as in *Christmas*, or *n*, as in *chestnut*; and when followed by *en*, as *hasten*, *often*.

*U* is silent after hard *g*, as in *guarantee* and *fatigue*.

*W* is silent when initial before *r*, as in *wrapped* and *wrinkle*; and before *h*, as in *who*, *whole*; also in *answer*, *sword*, *toward*, *two*.

**corps** (core), a number of persons acting together: A *corps* of clerks soon completed the invoice; (b) a section of an army: He was a member of the Seventh Marine *Corps*.

**ord'nance**, a general name for all kinds of weapons used in war, but particularly artillery: An *ordinance* was passed making it a misdemeanor to *deface* the *ancient ordnance* which decorated the city square.

**pneu mat'ic**, containing air or gas: An automobile tire is equipped with a *pneumatic* inner tube.

**psy chol'o gy**, the science of the human mind and its operations: A knowledge of *psychology* is a *requisite* of successful salesmanship.

**al'ka li**, a compound *neutralizing* acids.

**an'cient**, old.

**as cent'**, the act of rising.

**as sent'**, to agree to.

**av o ca'tion**, a transient occupation.

**vo ca'tion**, calling; regular employment.

**col'league**, a fellow member; an associate in office.

**corpse**, a dead human body.

**de cay'**, to rot; rottenness.

**de com pos'ing**, separating into elements; *decaying*.

**de face'**, to mar or *disfigure* the surface of.

**fa tigue'**, weariness.

**in flam'ma ble**, readily inflamed; easily set fire to.

**neu'tral ize**, to make of no effect.

**or'di nance**, a law of a municipal body.

**par'ti cle**, a minute portion.

**pneu'mo nia** (nu), *inflammation* of the lung tissue.

**pto'ma in\*** (tow), poison from *decomposing animal* matter.

**req'ui site**, required by the nature of things.

**sat'u rate**, to soak thoroughly.

**tem'po ra ry**, not permanent.

**tran'sient**, lasting but a short time.

**vague**, lacking definiteness.

**vogue**, popular *temporary* usage.

an'i mal

chest'nut (ches)

Christ'mas

cup'board (cub)

dis fig'ure ment

hast'en

rasp'ber ry (raz)

re ceipt'

sword

whis'tle

wrapped

wrin'kle

\* Also *ptomaine*.



## LESSON 61

**SPELLING AID 61** — syllabication. In writing it is often necessary to divide a word at the end of a line. This *division* must always be made between syllables. Observe that they *conform* to the following general principles:

Prefixes and suffixes are separated from the parent word: *ab-scond*, *divi-sion*. *Ed* is a syllable when pronounced, as *direct-ed*; otherwise not, as *con-ferred*.

When the suffix requires that the final consonant of the stem be doubled, the doubled letter is added to the suffix: *recur-rence*.

When two vowels that come together are sounded separately, each belongs to a different syllable: *mim-e-o-graph*, *notori-e-ty*. When sounded together, as *feign* or *turquoise*, or when silent, as *feature* or *though*, they are not separated.

When consonants come together between two vowel sounds, one of the consonants is attracted to the accented syllable: *ab-rupt*, *can-did*. In general, the short vowel attracts the consonant: *bi-tu-men*, *ec-o-nom-ic-al*. Do not let a single letter stand alone on a line, as *e-conomy*; write *econ-omy*.

**comp trol'ler\*** (con), an officer to verify accounts; a controller: All city expenditures must be approved by the *comptroller*.

**min'i a ture**, reduced size: He exhibited a *miniature* ship; (b) a small and delicate painting: The *portrait* was an *exquisite miniature*.

**no to ri'e ty**, fact of being widely and unfavorably known: Much *notoriety* was given the rumor that he had *absconded*.

**quit'claim**, a full release: He signed a *quitclaim* deed.

**ab scond'**, to depart suddenly and secretly.

**anx i'e ty**, *disturbance* of mind regarding an uncertain event.

**bi tu'men**, mineral pitch.

**col lapse'**, to fall in; break down.

**com part'ment**, a separate chamber or section.

**con form'**, to be in *harmony* with.

**con sci en'tious**, governed by conscience.

**dis turb'ance**, public *tumult*.

**ec o nom'i cal**, *frugal*; prudent.

**e con'o my**, *frugality*; system of management.

**ex'qui site**, fine and dainty.

**feign**, to pretend.

**fold'er**, an envelope used in filing; an advertising sheet.

**fru'gal**, exercising *economy*.

**fru gal'i ty**, savingness.

**har'mo nize**, to cause to agree.

**in au'gu rate**, to begin.

**li mou sine'** (lim oo zeen'), a type of automobile.

**me'di o cre**, of middle quality.

**mim'e o graph**, an apparatus for reproducing letters.

**ob'long**, longer than broad.

**re cur'ence**, act of happening again.

**re pro duc'tion**, act of producing again.

**tu'mult**, uproar.

ab rupt'

can'did

di vi'sion

fea'ture

jew'el ry

na'tion al

por'trait

syl'la bles

tas'sel

ter'race

ter'ri ble

tur'quoise

\* Also *controller*.

## LESSON 62

**SPELLING AID 62** — abbreviations. Speaking generally, *abbreviations* are not good form in the body of a letter or article. They are used in bills, statements, and other tabulated matter and for this reason you should become familiar with those most common. For *abbreviations* other than those given in this lesson see pages 133-139.

**B/L**, bill of lading, a written acknowledgment of goods received for transportation: Check will be sent on receipt of *B/L*.

**dwtf.**, daily and weekly till *forbidden*: Insert our advertisement *dwtf.* beginning today.

**l.c.l.**, less than car lots: We quote *l.c.l. shipts.* @ \$7.50 per *dz. f.o.b.* New York.

**W/B**, way bill, an accompanying list of goods carried by a common carrier such as a railroad: The *W/B* was enclosed in the letter.

**abbr.**, *abbreviation*; a shortened ~~th~~ *et al. (et alii)*, and others.  
form.

**advt. or adv.**, advertisement\*.

**assn.**, association.

**A/V**, or **ad val.** (*ad valorem*), according to value.

**B/F**, brought forward.

**bldg.**, building.

**b.o.**, buyer's option.

**B/P**, bills payable.

**B/R**, bills receivable.

**b/s**, or **b. s.**, bill of sale.

**c.a.f.**, cost and freight.

**c.f.i.**, cost, freight and insurance.

**C.O.D.**, collect on delivery.

**C.P.A.**, certified public accountant.

**c.w.o.**, cash with order.

**Dr.**, debit; debtor; doctor.

**dz. or doz.**, dozen.

**e.g.** (*exempli gratia*), for example.

ab bre vi a'tion

de serve'

fem'i nine

tar'nish

ar rest'

earth'en ware

for bid'den

ten'nis

car'ri er

en light'en

gal'lon

voice'less

chop su'ey

faith'ful ly

grace'ful

will'ful

con'cert

fi'er y

ta'per

wrought

**E.&O.E.**, errors and omissions excepted.

**f.o.b.**, free on board.

**l/c**, or **l. c.**, letter of credit.

**mdse.**, merchandise.

**M.E.**, mechanical engineer.

**memo.**, memorandum.

**Mgr.**, manager.

**N.B.** (*nota bene*), note well.

**N/S**, not sufficient (funds).

**O/R**, owner's risk.

**Pres.**, president.

**pro tem.** (*pro tempore*), for the time being.

**q.v.** (*quod vide*), which see.

**Sec.**, secretary.

**s.o.**, seller's option.

**shipts.**, shipments.

**vs.** (*versus*), against.

\* *Ad* (written without a period) is an approved word.

## LESSON 63

SPELLING AID 63 — review. Words easy for one person are difficult for another. This lesson contains words which many people have found difficult. Having studied them in preceding lessons you should be able to spell them all. Try them, and if you miss any write each missed word ten times.

ac cede'	ex ceed'	op por tu'ni ty
a chieve'ment	ex cel'	op'po site
ac quaint'ance	ex'cel lence	or'i gin
ad vance'ment	ex traor'di na ry	par tic'u lar
all right (2)	ex trav'a gant	pen'e trate
al read'y	eq'ui ty	per ceive'
al though'	fa cil'i ty	per cep'ti ble
as sist'ance	fa mil'iar	phe nom'e nal
as so ci a'tion	fi'nal ly	pop'u lar
at tor'ney	for'eign	pos'i tive
be lieve'	for'feit ed	pre cede'
ben'e fit	for'mal ly	pre ced'ing
can'celed	gov'er nor	pre cise'
ceil'ing	gov'ern ment	pre lim'i na ry
cir'cum stance	hy poc'ri sy	prep a ra'tion
change'a ble	im par'tial	priv'i lege
com pel'	im prove'ment	pro ceed'
com pete'	in com pre hen'si ble	pur sue'
com pet'i tor	in dis pen'sa ble	re ceive'
con cede'	in i'ti ate	re pe ti'tion
con ces'sion	ir re du'ci ble	rou tine'
con du'cive	is'su ing	sal'a ry
con sign ee'	lei'sure	sep'a rate
coun'ter feit	li'cense	se'ries
con ve'nient	liq'ui date	sev'er al
de ceive'	ma te'ri al	sim'i lar
def'i nite	mort'gage	spec'i fy
de scribe'	mu'tu al	speech
de sir'a ble	ne go'ti a ble	spec'u la tor
dif'fi cul ty	nec'es sa ry	suc ceed'
dis ap point'ed	ne ces'si ty	suf fi'cient
en su'ing	oc cur'rence	su pe'ri or
es pe'cial ly	op'er a tor	
es'tim a ble	o pin'ion	

## LESSON 64

SPELLING AID 64 — review. Since spelling is a matter of memory the only way to learn to spell is through repetition. Read Aid 63 and study this lesson in the same way.

Test yourself on the words missed in Lesson 63 and if you miss any of them today write each ten times now, ten times immediately before going to bed, and ten times immediately upon arising.

a bun'dant ly	de pos'i tor	or' di na ry
al to geth'er	de tain'	par'al lel
an'gu lar	dis crep'an cy	pe cu'liar
an'swer a ble	dis cre'tion	pen e ten'ti a ry
ap pear'ance	dis mis'sal	per pen dic'u lar
ap prov'al	du'ti a ble	pres'ence
ar'bi tra ry	e di'tion	pres tige'
ar ti fi'cial	el'e va tor	pre tense'
au then'tic	el'i gi ble	prev'a lent
boun'da ry	e mer'gen cies	pro fi'cient
by'-prod uct	e'qual ize	pro pri'e tor
care'ful ness	ex ag'ger ate	pub lic'i ty
cas'u al ly	ex ist'ence	pul'leys
cer tif'i cate	fin an ciers'	reg'u lar
cir'cuit	fo'li os	re li'ance
cir'cu lar	fre'quen cy	re mov'al
com mend'a ble	il leg'i ble	re sist'ance
con cern'	im'pe tus	ret'i cence
con sign'or	in i'tial	sei'zure
con spic'u ous	in sur'ance	sin cer'i ty
con tin'u ance	in'ven to ry	sin'gu lar
con vey'ance	i tin'er a ry	so ci'e ty
cor res pond'ence	main'te nance	spe'cial ist
coun'cil	ma nip'u late	spec'i mens
coun'sel	mas sage'	spec tac'u lar
crit'i cal	med'i cine	spon ta'ne ous
crit'i cize	mer'ce na ry	su per fi'cial
cur'so ry	neg'li gi ble	suc ces'sor
cus'to ma ry	nom'i nal	sum'ma ry
cyl'in der	no'tice a ble	sur'face
de ci'sion	ob serv'ance	sus cep'ti ble
de fi'cient	oc ca'sion	syn'di cate
de plete'	op ti'cian	tan'gi ble
		trol'leys

## LESSON 65

SPELLING AID 65 — review. Remember you are studying these lessons, not to please your teacher, not to make your grades, but in order to *know* how to spell. Study this lesson as you did Lessons 63-64 and review the misspelled words in those lessons, if any. If writing the word as directed has not taught you how to spell it, look it up in the dictionary now, tonight and tomorrow.

You can be a good speller if you will. No thinking being can write a word forty times and locate it in the dictionary three times without learning it.

ac quit'tal	def er en'tial	par'af fin
ad ja'cent	de spair'	per'ma nent
ad mit'tance	de spise'	per ni'cious
al'i bi	de tour'	per sua'sion
am bi'tious	di lem'ma	phy sique'
an'a lyze	dir'ig i ble	pneu mat'ic
an'cient	dis cern'ment	pur suit'
an noy'ance	dis pel'	re cur'rence
an tic'i pate	dis turb'ance	re coup'
anx i'e ty	em'i grant	re fus'al
ap pa ra'tus	en deav'or	re mit'tance
ap par'ent	en vi'ron ment	re mem'brance
as sign'ment	e quiv'a lent	re pair'
au'di ence	es'sence	rep a ra'tion
bi en'ni al	ex ter'nal	re vi'sion
ca pa'cious	fa tigue'	sal'a ble
cap'i tal ize	hy'gi ene	scis'sors
cau'tious	ig ni'tion	ser'vice a ble
ce're al	im mense'ly	sol'ven cy
comp trol'ler	im'mi grant	stat'ure
col li'sion	in au'gu rate	sub stan'tial ly
con cise'	in del'i ble	su per'fluous
con dense'	in sin'u ate	sur mise'
con fi den'tial	in tu i'tion	sur prise'
con sci en'tious	ir i des'cent	sur veil'lance
con sist'ent	ir re sist'i ble	sur vey'or
cour'te ous	ma neu'ver	sus pi'cion
cre a'tor	min'i a ture	tar pau'lin
cul'ti va tor	neu'tral ize	te nac'i ty
de bris'	no to ri'e ty	tem'po ra ry
de ceit'ful	op'tion al	tran'sient
de creas'ing	os'cil late	un cer'tain ty
de fend'ant	ox'y gen	vis'i tor
		vol'un ta ry

## PART II

## LESSON 66

**collab'o rate**, to work or act jointly: Simon and FitzGerald *collaborated* in writing *The Smokeless City*.

**con tin'gent**, liable but not certain to occur: Grave risk with a large *contingent* gain was involved in the transaction; (b) dependent upon an uncertain future event: My going is *contingent* upon his early return.

**le git'i mate**, in accord with legal or logical requirements: The deal was *legitimate* in every sense: (b) drama proper as opposed to *vaudeville*: Burket left the *legitimate* stage for *vaudeville*.

**mis cel la'ne ous**, consisting of several kinds: *Vaudeville* is a *miscellaneous* theatrical entertainment of songs, sketches, dances, etc.

**bar'na cle**, a shellfish found attached to rocks, ship bottoms, etc.

**be nev'o lence**, desire for the well-being of others.

**be reave'ment**, loss of *someone* beloved.

**be seech'**, to entreat earnestly; to *implore*.

**be wil'der**, to confuse.

**car'at**, a unit of weight of precious stones; a twenty-fourth part (in weighing gold).

**car'rot**, a vegetable.

**ca'ret** (Λ), a mark denoting an omission.

**com pli'ance**, the act of *complying*.

**com ply'**, to act in *conformity* with.

**con form'i ty**, correspondence in form, manner, or use.

**gran'a ry**, a storehouse for grain.

**gauge**, a measure; to estimate.

**im plore'**, to call for urgently; to beg.

**in den'ture**, an instrument of contract under seal.

**nic'o tine**, the poisonous element of tobacco.

**o be'di ence**, submission to *command*.

**o bey'**, to *comply* with.

**pref'ace**, an introductory speech, writing, etc.

**re it'er ate**, to say again, to repeat.

**re ject'**, to refuse to accept.

**stab'i lize**, to make stable, steady.

**strat'a gem**, a trick designed to deceive.

**strat'e gy**, the use of *stratagem*.

bach'e lor

bal loon'

band'age

bat'ter y

bet'ter ment

bev'er age

com mand'

name'ly

no one (2)

some'one

taste'ful ly

vaude'ville (vode)



## LESSON 67

**af fil'i ate**, to bring into close connection, to ally: Our local automobile association is *affiliated* with the national.

**at'mos phere**, the element surrounding the earth; **air**: The *humidity* of the *atmosphere* today is *oppressive*; (b) environment or influence: In an *atmosphere* of art his *artistic* talent rapidly developed.

**morgue**, a place where corpses of unknown dead are exposed for identification: The body found in the river was carried to the *morgue*; (b) a newspaper clipping file: The *Times* had a complete history of the governor in its *morgue*.

**sub poe'na\*** (pe), a legal writ commanding the person named to appear in court: A *subpoena* was served upon him; (b) to summon to appear as a witness: He was *subpoenaed* in the Burge case.

**ar tis'tic**, pertaining to art; taste-fully executed.

**as cer tain'**, to learn with certainty.

**ba rom'e ter**, an instrument for *determining* the weight of the *atmosphere*.

**ba zaar'**, a market place; a fair.

**con ti nen'tal**, pertaining to a continent; *European*.

**de ter'mine**, to *ascertain*; to settle; to fix.

**dis par'age**, to speak of slightly.

**dis par'i ty**, inequality.

**hu mid'i ty**, moisture.

**peer**, to look closely, sharply; an equal.

**pier**, a projecting *wharf*.

**op pres'sive**, producing an effect of depression, physical or mental.

**ran'dom**, without definite aim.

**ro'ta ry**, turning on its own axis.

**rup'ture**, a breaking apart.

**rus'set**, a reddish brown.

**tare**, an allowance made for the weight of the container of goods.

**tran'sit**, passage; conveyance.

**trib'ute**, a personal contribution of any kind, as of praise.

**tri'pod**, a three-legged stand.

**trop'i cal**, relating to the tropics, the region near the *equator*.

**tu'ber**, a short thickened underground stem.

**ve loc'i ty**, rapid motion.

**ver'dict**, a conclusion expressed; a judgment.

ban'ish  
e qua'tor  
be lief'

be neath'  
ben'zine  
Eu ro pe'an

kind'li ness  
o ver rule'  
ra'zor

vel'vet  
wharves  
where in'

\* Also *subpena*.

## LESSON 68

**ac'cu rate**, conforming exactly to truth; precise: The film *accurately* recorded the life of the Eskimo.

**cu ra'tor**, a person having charge, as of a library: The *curators* of the Museum of Natural History pronounced it perfect.

**mul'ti tude**, a crowd of people: The *multitude* was growing restless; (b) a large number of things: The absolute *dependableness* of our tires crosses out a *multitude* of worries.

**sci en tif'ic**, agreeing with the rules, principles, or methods of science: The *scientific* construction of their *tread* removes the dread of *skidding*.

**ad her'ence**, state of adhering, clinging.

**ad her'ents**, followers, supporters.

**bouil'lon** (yon), clear beef broth.

**bul'lion**, gold or silver uncoined.

**cast'er**, a roller under an article of furniture.

**cas'tor**, a plant.

**cou ra'geous ly**, bravely.

**de pend'a ble ness**, *trustworthi-*  
*ness*.

**in'ti mate ly**, closely connected.

**pro claim'**, to publicly announce.

**proc la ma'tion**, publication; a thing *proclaimed*.

**ra'cial**, pertaining to race or descent.

**ra'di a tor**, that which radiates,

sends out rays; a heating apparatus.

**ran'cid**, rank; sour.

**rar'i ty**, something valued for its scarceness.

**ra'ti o** (she), fixed relation of number, quantity, or degree.

**rat tan'**, the flexible stem of an Indian palm.

**re nounce'**, to give up explicitly.

**re nun ci a'tion**, act of *renounc-*  
*ing*.

**so'lar**, pertaining to the sun.

**sol'vent**, able to pay all debts.

**sol'i ta ry**, living or being alone.

**spa ghet'ti**, a variety of macaroni.

**war'rant**, to guarantee; to justify; official sanction.

re gard'ing

re join'

re pub'lic

res'cue

rheu'ma tism

ru'in ous

scant'y

scar'ci ty

skid'ding

tread

trust'wor thy

wor'ries

## LESSON 69

**cap'tion**, the title or *introductory* part of a legal document: The *caption* of the brief filled half a page; (b) a heading, as of a chapter, section, etc.: The *captions* were set in bold type.

**con sum'mate**, of the highest degree; perfect; complete: He showed *consummate* skill in his handling of the automobile.

**con'sum mate**, to bring to completion or perfection: Negotiations were opened on the fifth of the month and the deal was *consummated* on the seventeenth.

**ten'ta tive**, used in making a trial; *provisional* or conjectural: The *tentative* arrangements made by the secretary were confirmed by the executive board.

**ac claim'**, to proclaim by *acclamation*.

**ac cla ma'tion**, a loud and general vote of approval.

**a cet'y lene**, a brilliant *illuminating* gas.

**aught**, anything.

**ought**, to be bound or obligated.

**con sume'**, to use up.

**con sump'tion**, the process of *consuming*; *tuberculosis*.

**cu ri os'i ty**, state of being *curious*; a *novel* article.

**cu'ri ous**, eager to know; *inquisitive*; *novel*, odd, strange.

**de nounce'**, to inform against; to accuse.

**de nun ci a'tion**, accusation; act of *denouncing*.

**ex pul'sion**, state of being expelled.

**il lu'mi nate**, to light up.

**in quis'i tive**, given to questioning.

**in tro duc'to ry**, serving to introduce, present; preliminary.

**mon'e ta ry**, pertaining to finance.

**nov'el**, new and unusual; an imaginary tale.

**pat'ent er**, one who patents an article.

**pa vil'ion**, an open structure for temporary shelter.

**pal'lor**, paleness.

**pa roled'**, released on honor.

**par quet'** (kay), the main floor space in a theater.

**pro vi'sion al**, provided temporarily.

**tu ber cu lo'sis**, a disease which *consumes* the lungs or other tissues.

cap'tain

pack'age

paste'board

rock'et

chap'lain

pa rade'

pas'time

rude'ness

fools'cap

par'a graph

pat'tern

so pra'nos

## LESSON 70

**dis trib'u tors**, those who distribute, that is, act as agents: We are exclusive *distributors* in seven states for Koett *X-ray* apparatus.

**pi o neer'**, one who goes before preparing the way for others: We are *pioneers* in the *X-ray* field, being the first to market *X-ray* supplies.

**stim'ulate**, to rouse to activity or to quicken action in: It is *stimulating* to increased effort to know that larger quarters are necessary.

**ex pan'sion**, a spreading out; enlargement: *Expansion* into larger quarters means greater *possibilities* of service.

**ab sor'bent**, tending to absorb, to suck up.

**ac cel'er at ing**, causing to move faster.

**ac cen'tu ate**, to mark with an accent; to emphasize.

**bri'dal**, pertaining to a bride.

**bri'dle**, to curb; to restrain; the head harness of a horse.

**coun'cil or**, a member of a council.

**coun'sel or**, one who advises.

**cul'ture**, training and improvement of the mind, taste, etc.

**dec la ra'tion**, a formal or explicit statement.

**el'e gant**, marked by *refinement*, grace, or *symmetry*.

**en dow'ment**, any natural gift; money or property given for the permanent use of an institution.

**pos si bil'i ty**, that which may be;

opportunity.

**re fine'ment**, fineness of thought, taste, etc.; delicacy; culture.

**san'i ta ry**, relating to the preservation of health.

**sym'me try**, a harmonious relation of parts.

**sym'pa thy**, fellow-feeling; pity.

**tal'ent**, superior mental *endowment*.

**tal'ly**, to score; conform; correspond.

**tap'es try**, a heavy woven ornamental wall hanging.

**taw'dry**, showy but not *elegant*.

**tech nique'**, manner of artistic performance.

**tes'ta ment**, the written *declaration* of one's last will.

**tur'ban**, a round, brimless hat for women.

**tur'bine**, a water wheel turning on a vertical axis.

a cad'e my

an'gel

an'gle

cen'tu ry

chal'enge

char'coal

char'i ty

choc'o late

quick'en

ter'ror

tux e'dos

X-ray

## LESSON 71

**ab solve'**, to pronounce free, as from obligation, sin, or penalty; to acquit: The watchman was *absolved* from suspicion in connection with the robbery.

**ab struse'**, hard to be understood: The attorney's remarks were exceedingly *abstruse*.

**ar raign'** (rane), to call into court and cause to answer on an *indictment*; to accuse: The prisoner was *arraigned* before the judge.

**hy poth'e sis**, an assumed basis for reasoning: The accusation was based on the *hypothesis* that he had imperative need for the money and alone knew the location of the bonds.

**ab duct'or**, one who takes away secretly by force.

**a'cre age** (ker), acres collectively.

**bole**, the trunk of a tree.

**boll**, a round seed-pod.

**bowl**, a dish; to hit with anything rolled; a game.

**ces sa'tion**, a stopping; discontinuance.

**cym'bal**, a musical instrument.

**def al ca'tion**, embezzlement.

**de fault'er**, one who fails to account for trust money.

**em'blem**, a *figurative* representation; a distinctive badge.

**fig'u ra tive**, *symbolic*; not *literal*.

**in dict'ment** (dite), a formal written statement of an offense as found by a grand jury.

**lar'ce ny**, theft.

**lav'a to ry**, a place for washing.

**leg'a cy**, a gift through will; an inheritance.

**lit'er al**, according to the letter.

**pac'i fy ing**, calming.

**re claim'**, to obtain the return of.

**rec la ma'tion**, act of *reclaiming*; restoration.

**re store'**, to give back something lost or taken.

**sym'bol**, an *emblem*; a visible sign of an idea.

**tac'i turn** (tas), habitually silent.

**tour** (toor), a journey; an excursion.

**tow'er**, to rise or overtop; a structure tall in proportion to its depth and width.

cor'du roy

cou pe' (koo pay')

cran'ber ry

lac'quer (er)

la'dle

mack'er el

odd'i ty

out classed'

o'val

scoun'drel

u'nit

u nit'ed

## LESSON 72

**con'duit** (dit), a channel or pipe for conducting something: The wires for electric lighting were conveyed through a *subterranean conduit*.

**ex of fi'ci o** (she), by virtue of an office: The president of the club is an *ex officio* member of the publicity committee.

**ha'be as cor'pus** (you may have the body), an order to bring a person before a court: He was released from prison under *habeas corpus* proceedings.

**sink'ing fund**, a fund formed by setting aside income every year to *accumulate* at interest for the purpose of paying a debt: The *sinking fund* was increasing at the rate of two thousand dollars a month.

**ac cred'it ed**, furnished with credentials.

**ac cu'mu late**, to gather together.

**ad'a mant**, a very hard mineral, real or *imaginary*.

**ad van ta'geous**, profitable; favorable.

**af'fa ble**, gracious; courteous.

**con ceal'**, hide.

**con ceit'**, exaggerated self-esteem.

**con'cen trate**, to draw to a common center.

**con de scend'**, to be gracious, *affable*, to an *inferior*.

**con de scen'sion**, extravagant courtesy to *inferiors*.

**con fir ma'tion**, proof.

**con'science**, the moral sense.

**con tin'u al**, often repeated.

**con tin'u ous**, without ceasing.

**im ag'i na ry**, existing only in the mind; unreal.

**in fe'ri or**, one classed lower than others; lower in quality or position.

**lapsed**, become void.

**met a phor'i cal**, figurative.

**pre'mi er**, first in position, importance, or order of occurrence.

**re spon'si ble**, able to meet obligations; answerable legally or morally.

**se'cre cy**, *concealment*.

**sev'er ance**, act of severing, disjoining.

**sub ter ra'ne an**, underground; hidden.

**sup po si'tion**, assumption; hypothesis.

com'pass

e lec tric'i ty

lib'er ty

like'wise

mag a zine'

ma hog'a ny

sea'son

seeth'ing

sen'ti nel

se vere'

shoul'der

stir'rup



## LESSON 73

**con cil'i a to ry**, tending to pacify, to soothe: His manner was *urbane* and *conciliatory*.

**con ver sa'tion**, mutual talk: The afternoon was spent in pleasant *conversation*; (b) *diplomatic intercourse* through informal conferences: Lloyd George was a firm believer in the *efficacy* of *conversations* for the *adjudication* of *post-treaty* difficulties.

**cred'i ble**, worthy of credit or confidence; capable of being believed: He was a *credible* witness and the story he told was entirely *credible* to the persons involved.

**sub stan'ti ate** (she), to establish the truth of; to verify: He *substantiated* his claim of superior skill by immediately playing a better game than anyone else.

**a bun'dance**, a plentiful supply.

**ac com'plice**, an associate in wrong or crime.

**ad ju di ca'tion**, the act or process of adjudging; judicial decision.

**ap pre'ci ate** (she), to take at the true worth; to raise in value.

**cred'it a ble**, deserving or reflecting credit; praiseworthy.

**de pre'ci ate** (she), to lose value; to represent at less than the true worth.

**di plo'ma cy**, the art or science of conducting negotiations between nations; tact.

**dip lo mat'ic**, characterized by special tact in negotiations.

**ef'fi ca cy**, power to produce an effect.

**ge'ni al**, kindly, cheering.

**her'it age**, that which passes by descent.

**hy draul'ic**, pertaining to force exerted by water.

**in'ter course**, interchange of ideas; communication.

**post'-trea ty**, occurring after the treaty.

**pre'cinct**, a district within certain boundaries.

**pu'er ile**, immature; weak.

**se cre'tive**, inclined to secrecy.

**suave**, smooth and *genial*.

**sup pressed'**, withdrawn from circulation; stopped.

**sure'ty**, a guarantor; security for payment or performance.

**sy non'y mous**, equivalent.

**ur'ban**, pertaining to a city.

**ur bane'**, polite, *suave*.

**ve'he ment**, violent; furious.

ham'per

hand'ker chief (hang)

he'roes

leak'age

on'ion

pros'per ous

quartz

sur'geon

sur'name

syc'a more

veil'ing

ve ran'da

## LESSON 74

**ad he'sion**, a sticking together of substances in contact: Ability to produce *adhesion* is the essential quality of *mucilage*.

**con tig'u ous**, touching or joining at the edge or boundary; adjacent: Our lot is *contiguous* to yours.

**in com'par a ble**, not admitting of comparison; *peerless*. Edison regarded an electrically driven train as an *incomparable* mode of travel.

**trans mis'sion**, the act of *transmitting*: The *transmission* of voice by *wireless* is not more *marvelous* than many other *feats* of science; (b) a system of gears and *contiguous* parts through which power is *transmitted*: The *transmission* and bearings of an automobile should be kept well *lubricated*.

**ap pli ca'tion**, act of applying.

**code**, a system of characters given an arbitrary meaning.

**de pre ci a'tion** (she), act of depreciating, becoming less.

**feat**, a notable performance.

**feet**, pedal organs.

**han'gar**, a shed for storing airplanes.

**hang'er**, a device for suspending.

**he red'i ty**, the *transmission* of physical or mental qualities through descent.

**lu'bri cate**, to make smooth and *slippery*, as by the *application* of oil or grease.

**mar'vel ous**, of a character to excite astonishment.

**mode**, method; style.

**mor'tal**, subject to death.

**ob'sti na cy**, firm and usually un-

reasonable adherence to an opinion.

**peer'less**, without an equal.

**quaint**, pleasingly odd or old-fashioned.

**re plete'**, full to the uttermost.

**sim plic'i ty**, state of being simple.

**spe'cial ty**, an article dealt in exclusively or chiefly.

**ster'ling**, genuine.

**sten'cil**, a sheet perforated for marking.

**sur'plice**, a vestment worn by the clergy.

**sur'plus**, excess over what is needed.

**trans mit'ted**, caused to be sent through or across; transferred.

**vouch'er**, an itemized receipt; any written evidence of a business transaction.

al lowed'

a loud'

mam'moth

moun'tain

mu'ci lage

part'ner ship

sil'ver ware

slip'per y

steer'age

stub'born

thor'ough fare

wire'less

## LESSON 75

**ac com'mo date**, to do a favor to; to help: Can you *accommodate* me with an extension on my note? (b) to provide for; to lodge: The Park Hotel *accommodated* seven of our party; (c) to adapt or conform: This tool is not what I wanted but I can *accommodate* it to my needs; (d) to become mutually conformed or adjusted; to agree: We *accommodated* ourselves to the *exigencies* of the situation.

**ap'pli ca ble**, capable of being applied: We feel that the *clause* you cite is not *applicable* to the point in controversy.

**pre empt'**, to secure a right beforehand: When we arrived at the oil fields we found that all the best sites had been *preempted*.

**proph e sy'** (eye), to foretell: He *prophesied* that their mission would prove *fruitless*, and his *prophecy* was fulfilled.

**am pere'**, the practical unit of electric current.

**bev'eled**, having a sloping edge.

**be siege'**, to beset or *harass*.

**clause**, a part of a sentence; a distinct article in a formal document.

**claws**, the sharp nails on the feet of animals.

**ex'i gen cy**, state of being exigent or urgent; a pressing necessity.

**foun'dry**, an establishment for casting metals.

**har'ass ing**, vexing with *importunities* or annoyances.

**im plic'it**, implied though unexpressed; unquestioning.

**im por tu'ni ty**, frequent and *perpetinacious solicitation*.

**per se ve'rance**, continual striving.

**per sis'tent**, firm and *persevering*

in a course or resolve.

**per ti na'cious**, stubbornly adhering to a pursuit or an opinion.

**pre dict'**, to *prophesy*.

**proph'e cy**, something foretold; a *prediction*.

**prox im'i ty**, state of being near.

**sail'er**, a vessel that sails.

**sail'or**, a seaman.

**so lic'it**, to ask for earnestly; to beg of *persistently*.

**tran scribe'**, to copy.

**trans late'**, to render into another language; to explain in other words.

**vi cin'i ty**, neighborhood; *proximity*.

**vil'i fy**, to represent as vile; to slander.

**viv'id**, having the appearance of vigorous life.

bam boo'

di rec'tor

for get'ting

fore gone'

fruit'less

nap'kin

or'chard

or'ches tra

tri'al

tri'an gle

vice-pres'i dent

vil'lain

## LESSON 76

- for'mid a ble**, dangerous to encounter: Viewed from a distance the hill seemed *formidable* but upon *approach* became easy of ascent.
- pre ma ture'**, done before the proper time; untimely: The announcement was *premature* and therefore defeated its purpose.
- pro cras'ti nate**, to put off from time to time: Perry's tendency to *procrastinate* was but a *venial* fault compared with his *venal* disposition.
- u'su ry**, interest in excess of the legal rate: In many states interest above eight per cent is *usury*.

- a dul'ter ate**, to make *impure* by mixing in baser *ingredients*.
- ap proach'**, to come near; to make advances to.
- de na'tured**, having the nature changed by *adulteration*.
- den'ti frice**, a preparation for cleaning the teeth.
- de ri'sion**, mockery.
- el'o quent**, persuasive and convincing.
- il lu'sion**, an unreal image apparently presented to the senses.
- in gre'di ent**, that which enters into the constitution of a mixture.
- mi rage'** (rahzh), an *optical illusion*.
- naught**, nothing.
- nought**, cipher; zero.

- op'ti cal**, relating to the eyes.
- op'ti mism**, disposition to take a hopeful view.
- or'a tor**, an *eloquent* public speaker.
- scru'pu lous**, cautious in action for fear of doing wrong; exact.
- sub join'**, to add at the end.
- suc'cor**, help or relief; to relieve.
- suf'fer ance**, negative consent.
- un do'**, to bring to *naught*.
- un due'** (dew), not yet due; excessive.
- up heav'al**, the overthrow of established order.
- ve'nal**, mercenary.
- ve'ni al**, that may be pardoned; excusable.
- vi ca'ri ous** (cay), made or performed by substitution; acting for another.

den'tist ry  
flo'rist  
im pure'

mile'age  
mis'er y  
moc'ca sin

ner'vous  
nick'el  
niece

re called'  
re fresh'ment  
sul'try

## LESSON 77

**ab sorp'tion**, the condition of being absorbed, completely *engrossed*: His *absorption* in his work *precluded acceptance* of numerous social engagements.

**con nois seur'** (kon i sur'), one competent to act as a critical judge of an art: The *connoisseur* pronounced the painting genuine.

**cor rob'o rate**, to confirm or establish: The rumor of his return, at first vague, was soon *corroborated* by his presence upon the streets.

**pred e ces'sor**, one who has preceded, been before, another in any state, office, etc.: My *predecessor* as secretary had left things in admirable condition.

**au'ger**, a tool for boring.

**au'gur**, to predict.

**ac cept'ance**, the act of receiving willingly; an accepted bill of exchange.

**ag'gra vate**, to make worse.

**con'sti tute**, to make up; to compose.

**cor'ri dor**, a passageway.

**cor rod'ed**, eaten away gradually; rusted.

**cu'li na ry**, of or pertaining to the kitchen.

**cur tail'ment**, shortening.

**cu'ti cle**, the outer skin.

**cyn'i cal**, given to sneering.

**dis in fect'**, to free from *infection*.

**en dur'ance**, power to endure, to bear.

**en gross'**, to occupy completely; to make a formal copy of.

**fu'mi gate**, to *disinfect* by smoke or *vapor*.

**in duce'**, to influence to act.

**in fec'tion**, act or process of infecting or corrupting.

**la'tent**, not visible or apparent.

**li no'le um**, a floor covering of cork and oil.

**pre clude'**, to render impossible; to prevent.

**re strain'**, to hold in check; to repress.

**trous seau'** (troo so'), a bride's outfit.

**va'por**, visible floating moisture.

**vi'ce ver'sa**, the order or relation of terms being reversed.

con'sta ble(kun)

cush'ion

dis guised'

en a'ble

frac'tion

Fri'day

hag'gard

haw'ser (zer)

sun'dry

sup posed'

time'li ness

van'ish

## LESSON 78

**com man deer'**, to take possession of for public use, as under military necessity: All the automobiles in the village were *commandeered* for the *procession*.

**frus'trate**, to cause to fail: His effort to make the journey in an hour was *frustrated* by an unfavorable wind.

**in ad ver'tent**, done without consideration: An *inadvertent* mistake in the writing of a document is termed a *clerical* error.

**sa'li ent**, standing out prominently; conspicuous: The *salient* points of the lecture appeared in the morning paper.

**ar'dor**, eagerness, vehemence,  
*zeal*.

**bail**, surety; a handle.

**bale**, a bundle.

**chas'sis** (shas'sy), the frame and springs of a motor car.

**com mo'di ous**, spacious.

**com'mon wealth**, the people of a state.

**con'so nance**, harmony.

**con'so nants**, letters, not vowels.

**en cy clo pe'di a**, a work containing information on all subjects.

**en thu'si asm**, strong excitement on behalf of a cause or subject; ardent *zeal*.

**im'i tate**, to pattern after.

**in ter'**, to bury.

**jar di niere'** (zhar dee nyer'), an ornamental pot for flowers.

**ju've nile** (nil), characteristic of youth.

**kil'o watt**, one thousand watts or units of electric power.

**sal e ra'tus**, cooking soda.

**sa'line** (say), salty.

**sta bil'i ty**, firmness; steadiness.

**sti'pend** (sty), a salary affording but a bare livelihood.

**ul'cer**, an open sore.

**u nan'i mous**, agreeing without dissent.

**un e quiv'o cal**, clear; sincere; plain.

**ver'sus** (vs.), against.

**zeal'ous** (zel), *enthusiastic*; filled with *ardor* for a cause or person.

cler'i cal  
com'e dy  
ker'o sene

pro ces'sion  
sad'dle  
sa li'va

salm'on (sam)  
stom'ach  
stor'age

um'pire  
wind'-up  
work'man ship



## LESSON 79

**em'i nent**, high in station, merit, or esteem: An *eminent* physician declares that unless certain precautions are taken immediately a *diphtheria epidemic* is *imminent*.

**im'ma nent**, indwelling; inherent: *Snobbishness* being an *immanent* quality of his character, when he became wealthy he snubbed his old friends.

**in'ter im**, time between periods: In the *interim* between booking passage for Europe and sailing, he interviewed members of the British *legation*.

**pro te ge'** (zhay), one specially cared for by one older or more powerful: During his absence his personal affairs were looked after by his *protege*.

**dig'ni ty**, state or quality of being excellent, worthy, or honorable; stately bearing.

**diph the'ri a** (dif), a disease of the throat.

**em'a nant**, flowing or issuing from.

**ep i dem'ic**, affecting many in a community at once.

**ex alt'ed**, of high position or rank.

**fare**, passage money; a *passenger*.

**fair**, clear; just.

**ges tic'u late**, to make gestures.

**im'mi nent**, dangerous and close at hand.

**in dig'nant**, having just anger and scorn.

**le ga'tion**, the persons composing a diplomatic mission.

**mag nif'i cent**, characterized by *grandeur* or *majestic* beauty.

**ma jes'tic**, having or exhibiting *exalted* dignity.

**mer i to'ri ous**, deserving of reward.

**nov'ice**, a beginner.

**quad'ru ple**, multiplied by four.

**re sent'ment**, *indignant* displeasure because of a real or fancied wrong.

**ri gid'i ty**, inflexibility; stiffness.

**rig'or ous**, severe.

**suf'fo cate**, to stifle; to smother.

**su prem'a cy**, state of being supreme, above all.

**til'ing**, tiles collectively or their use.

**till'ing**, cultivating the soil.

**wain'scot ing**, a wooden lining of an interior wall.

**boast'ful**

**bou quet'** (boo kay')

**bun'ga low**

**gav'el**

**gran'deur**

**mac a roon'**

**mail'a ble**

**pas'sen ger**

**snob'bish ness**

**wa'ger**

**wal'let**

**wrong'ly**

## LESSON 80

**in cip'i ent**, belonging to the first stages: Sensing *incipient* discontent among the men, the executive board quickly *rescinded* the ruling.

**man'da to ry**, expressive of a positive command: These instructions are not *mandatory* but are for your general *guidance* in the employment of initiative.

**non com mit'tal**, not expressing an opinion: Throughout the interview Harper had maintained a *noncommittal* attitude.

**res'i due**, remainder, leavings: After a few minor bequests to distant relatives the *residue* of the fortune was bequeathed to *charitable* institutions.

**ac cord'ance**, agreement.

**ad u la'tion**, act of praising extravagantly.

**ad'ver sa ry**, one actively hostile.

**am bas'sa dor**, a diplomatic agent of highest rank.

**be quests'**, legacies.

**de nom i na'tion**, a general name for a class.

**dis con tent'**, dissatisfaction.

**en'mi ty**, state of being an enemy; hostility.

**en'voy**, a diplomatic agent below an *ambassador*.

**fab'u lous**, belonging to fable; *fictitious*.

**fic ti'tious**, imaginary; counterfeit; false.

**hos til'i ty**, *enmity*; warlike measures.

**myr'i ad**, a vast indefinite number.

**neg'li gent**, apt to omit what ought to be done.

**ni'ce ty**, subtlety; great precision.

**ob lique'**, a deviation from the perpendicular.

**re luc'tant**, disinclined to yield; unwilling.

**re peal'**, to *rescind* by authority, as a law; to *revoke*.

**re scind'**, to make void, as a resolution or a vote.

**rev o ca'tion**, act of *revoking*.

**re voked'**, made null by recalling.

**ros'ter**, a list of names.

**spir'i tu al**, pertaining to the spirit; *religious*.

**spir i tu elle'**, characterized by refinement, grace, and delicacy.

ad journ'

char'it a ble

dex'ter ous

does'n't

em broi'der y

fan'ci ful

film

gor'geous

gui'dance

hos'pi tal

mi'crobe

re lig'ious

## LESSON 81

**ac cli'mate**, to habituate to a foreign climate: It required several months for him to become *acclimated* to the heat of Mexico.

**ac qui es'cence**, state of assenting or agreeing: It only remained to secure the brothers' *acquiescence* to the scheme to put it into operation.

**fac sim'i le**, an exact copy or likeness: He showed us a *facsimile* letter of the company's endorsement of his product.

**phra se ol'o gy**, diction; style of language: The *phraseology* of the document was stilted and cramped.

**al lur'ing**, attractive.

**bor'ough** (bur'ro), a distinct section of a city.

**bur'ro**, a small donkey.

**bur'row**, to dig into or through something.

**cor ro'sion**, an eating or wearing away; gradual decay.

**etched**, engraved by means of *corrosive* fluid.

**et'i quette**, usages of polite society.

**hid'e ous**, shocking; ghastly.

**lat'er al**, pertaining to the side.

**lau'da num**, tincture of *opium*.

**lim i ta'tion**, restriction.

**lit i ga'tion**, the act of carrying on a suit in the courts.

**ob'e lisk**, a square shaft with *pyramidal* top.

**o'pi um**, a narcotic derived from the poppy.

**ped'es tal**, the support of a column, statue, or vase.

**phi los'o phy**, knowledge of forces, causes, and laws; practical wisdom.

**pyr'a mid**, a solid structure with a square base and triangular sides meeting in a point.

**reg'i men**, a systematic course of living.

**reg'i ment**, a body of soldiers.

**se ces'sion**, withdrawal, especially from a political or religious body; act of seceding.

**sed'en ta ry**, characterized by sitting.

**so lid'i ty**, state of being solid; firm.

**stren'u ous**, eagerly pressing or urgent.

**ven'ue**, the place where a trial is held.

**ac a dem'ic**

**bees'wax**

**hand'some ly** (han)

**hick'o ry**

**le'gion**

**pe nin'su la**

**per spir'ing**

**pho'no graph**

**sen'ate**

**sen'ior**

**sham poo'**

**straight for'ward**

## LESSON 82

**coun'te nance**, expression of the face; the face: His mild *countenance* did not reveal his keen *intellect*; (b) to approve; to permit: He would not *countenance* our going by water.

**eq'ui ta ble**, characterized by equity or fairness; impartial; just: This store's guarantee means that *misrepresentation* on the part of its employees will not be *tolerated* and that the price is *equitable*.

**in tel'li gence**, readiness of comprehension; mental ability: He was endowed with superior *intelligence*; (b) news: *Intelligence* was received of the sinking of the boat.

**pa'tron**, one who protects, supports, or *countenances*: The list of *patrons* of the *symphony* orchestra included every music lover in the city; (b) a regular customer: We offer our *patrons* for today only special values in silk dresses.

**al'ien** (ayl), foreign; a foreigner.

**ball**, globe, sphere; a dance.

**bawl**, to shout out; to weep loudly.

**cal'ci mine**, a wash for walls.

**de por ta'tion**, the sending back an *alien* to his own country.

**de void'**, not possessing.

**friv'o lous**, *devoid* of purpose.

**in dulge'**, to yield to a desire, usually unduly or unwisely; to forbear from controlling.

**in tel lec'tu al**, characterized by a high degree of *intelligence*; mental.

**in ter fer'ence**, the act of entering into the affairs of others to prevent some action.

**ir re proach'a ble**, blameless.

**max'i mum**, the greatest possible.

**med'al**, a reward of merit.

**med'dle**, to *interfere*.

**mis rep re sent'**, to give a wrong impression.

**peak**, a mountain *summit*.

**pique**, slight resentment.

**sum'mit**, highest part or top; highest degree; *maximum*.

**sym'pho ny**, a harmonious mingling of sounds; a type of musical organization.

**symp'tom**, sign; token; indication.

**tol'er ant**, liberal; *indulgent*.

**tung'sten**, a steel gray, heavy metallic element.

**un im peach'a ble**, *irreproachable*; that cannot be called in question.

**wa'fer**, a thin hardened disc of paste; a thin light biscuit or cake.

cab a ret' (ray)

caf e te'ri a

de par'ture

front'age

fun'nel

fur'nace

in vi ta'tion

i'ron

per mit'ted

sat is fac'to ri ly

wal'nut

wea'ri some

## LESSON 83

**al lege'** (lej), to assert to be true without proving: Anderson *alleged* that he had seen the man but offered no evidence in substantiation.

**in tes'tate**, without having made a *valid* will: The old man died *intestate*.

**in ti ma'tion**, information communicated indirectly: The only *intimation* we have of their coming is a letter addressed to them in our care.

**pres en ta'tion**, act of presenting or introducing; specifically, the formal offering of a *complimentary* gift: Becker was delegated to make the *presentation* speech; (b) the manner of bringing into view or thought: Upon *presentation* of this receipt we will deliver your articles from storage.

**a lac'ri ty**, cheerful willingness.

**bra'zier** (zher), a pan for burning coals.

**cir'cum spect**, cautious; well-considered.

**de duce'**, to arrive at by reasoning.

**de fla'tion**, process of reducing by releasing air or gas.

**ef fer vesce'**, to give off bubbles of gas.

**ef fi'cient**, competent; productive of effects.

**ex cel'si or**, a packing material.

**ex cise'** (cize), a charge levied upon commodities.

**fac'tion**, a party within a party.

**fan tas'tic**, of an odd appearance; *grotesque*.

**gal'van ize**, to coat (iron) with tin

or zinc.

**gro tesque'**, *fantastic*; *ludicrously* odd.

**in ter ur'ban**, between cities.

**lev'y**, to collect by legal authority.

**lu'di crous**, that excites laughter; ridiculous.

**man'tel**, the facing about a fireplace.

**man'tle**, a loose, sleeveless coat.

**so bri'e ty**, state of being sober.

**spi'ral**, winding about and constantly receding from a center.

**ther'mal**, pertaining to heat.

**tran spire'**, to happen; to become known.

**tro'phy**, a souvenir of victory or success.

**val'id**, based on evidence that can be supported.

al'co hol

an'y bod y

brace'let

ci'pher

com pli men'ta ry

dec'i mal

earth'quake

pa trol'ling

so'cial ism

spin'ster

trace'a ble

vic to'ri ous

## LESSON 84

**cir cu'it ous**, indirect ; roundabout : The railroad ascended the mountain by a *circuitous* route.

**dis sect'**, to cut apart in order to examine : The medical student was *dissecting* a frog ; (b) to analyze and discuss critically : The plan had been carefully *dissected* before being accepted.

**merg'er**, the combination of a number of companies into one : The *merger* of the oil interests of the country created a trust.

**sa bo tage'** (sah bo tahzh'), willful injury done by a workman to his employer's property : The employers charged *sabotage*, which the workmen denied.

**al li'ance**, state of being allied ; league.

**a maze'ment**, surprise ; wonder.

**cal'cu late**, to *compute*, to *reckon*.

**com pute'**, to estimate *numerically* ; to *calculate* ; to *reckon*.

**de po'nent**, a person who gives written testimony.

**des'ti tute**, entirely lacking.

**dev'as tate**, to lay waste.

**gen'er a tor**, that which generates ; a machine for the production of gas.

**glob'u lar**, *spherical*.

**hem'or rhage**, discharge of blood from a ruptured blood-vessel.

**meer'schaum** (shom), a soft light mineral.

**nu mer'i cal**, pertaining to numbers.

**pas se'** (say), past the prime ; out of date.

**re bate'**, an allowance refunded ; to deduct from.

**reck'on ing**, a settlement of accounts.

**root**, the underground part of a plant.

**route** (root), course or way.

**rout** (rowt), to put to flight.

**sub ma rine'**, under the sea.

**sub merge'**, to put under water.

**sub'se quent**, following ; succeeding.

**vi va'cious** (vy), full of life and spirits.

**vin'di cate**, to maintain successfully as right.

**viv i sect'**, to *dissect* a living animal.

al'mond (ah)

al pha bet'ic

a lu'mi num

des ti na'tion

gaunt'let

gun'pow der

lob'by

oys'ter

sem'i co lon

shut'tle

sor'ghum

spher'i cal (sfehr)



## LESSON 85

**hi a'tus**, a gap; break; interruption: There was a *hiatus* in his account covering the period between his leaving home and his landing in San Francisco.

**in ter cept'**, to interrupt the course of: Carman *intercepted* the governor on his way to the mansion; (b) to stop in transmission: Food intended for the devastated regions was *intercepted* by the bandits.

**lat'i tude**, distance of the earth's surface from the equator: Do you know the *latitude* of your city? (b) extent of deviation from what is regular or customary: Entertainment in Parkville *afforded* but little *latitude* of choice.

**req ui si'tion**, to formally request: Some firms require employees to *requisition* all stock supplies, such as pencils, erasers, etc.

**a e rō nau'tics**, the science of air navigation.

**af ford'**, to produce, yield, or furnish; to have sufficient means for.

**cal'o ry**, a unit of heat.

**coarse**, opposite of fine.

**course**, path; way.

**deg ra da'tion**, state of being degraded.

**de grade'**, to lower; to reduce in rank.

**de lib'er ate**, to ponder, to think over; slow.

**lon'gi tude**, distance on the earth's surface from a given *meridian*.

**mech'a nism**, the parts of a machine in general.

**mer'cu ry**, quicksilver.

**me rid'i an**, an imaginary circle

on the earth's surface passing through the poles.

**o bit'u a ry**, pertaining to death.

**oc'cu pan cy**, state of occupying; possession.

**o'di um**, offensiveness; unpopularity.

**pal'ate**, roof of the mouth.

**pal'ette**, a painter's tablet.

**pal'let**, a small, mean bed.

**pre ca'ri ous** (cay), uncertain; dangerous.

**re pel'lent**, serving or having power to drive away or back.

**rep u ta'tion**, the estimation in which one is held by others.

**the o ret'i cal**, pertaining to theory; speculative.

**tur'moil**, disturbance; commotion.

**typ'i cal**, constituting a type or pattern.

**cab'bage**

**hag'gle**

**mem'or a ble**

**ow'ing**

**dis plac'ing**

**hin'drance**

**mes dames'** (ma dahm')

**re'gions**

**fa tigu'ing**

**me'di um**

**me tal'lic**

**speed om'e ter**

## LESSON 86

**dele'te'ri ous**, hurtful; pernicious: Dampness has a *deleterious* effect upon steel, causing it to rust.

**de'te'ri o rate**, to make or grow worse; to *impair*: Articles which have *deteriorated* through being a long time on the shelves are termed *shopworn*.

**quan'da ry**, state of *hesitation*; *predicament*: He was in a *quandary* as to what to do next.

**re pu'di ate**, to disclaim responsibility for; to refuse to acknowledge or pay: The Russian government *repudiated* the czarist debts.

**com pu ta'tion**, act of computing or calculating; a reckoning.

**con grat'u late**, to express sympathy, pleasure, and approval.

**cor'ru gat ed**, contracted into ridges.

**dead'lock**, complete obstruction of action.

**de ben'ture**, a certificate serving as a voucher for a debt.

**dis as'trous**, occasioning or threatening disaster; calamitous.

**en tic'ing**, alluring.

**fa'tal**, deadly.

**fa tal'i ty**, a *disastrous* event.

**hes'i tan cy**, act or manner of one who is undecided; indecision.

**id'i om**, a use of words peculiar to a language.

**im mac'u late**, without spot or blemish.

**im paired'**, lessened in quality or value.

**im promp'tu**, without preparation; on the spur of the moment.

**le'ni ent**, not severe.

**lit'er a ture**, written or printed productions.

**me trop'o lis es**, chief cities.

**mez'za nine**, a low story between two higher ones.

**pre dic'a ment**, a trying or puzzling situation.

**sar cas'ti cal ly**, in a taunting cutting manner.

**scru'ti ny**, close examination.

**tech'ni cal** (tek), pertaining to the useful or mechanic arts.

**tel'e scope**, to slide, pass, or force one section within another; an optical instrument.

**ton'ic**, whatever imparts vigor; bracing.

con'quer or

con'scious

meg'a phone

sap'phire (saf)

sar dine'

shop'worn

tax a'tion

thiev'ing

thread'bare

ton'sil

weird

wel'com ing

## LESSON 87

**dock'et**, any calendar of business, particularly of court: His case appeared near the head of the *docket*.

**ger mane'**, appropriate, relevant, closely allied: His argument was not *germane* to the subject.

**pro rate'**, to divide *proportionately*: The expenses were *prorated* among the group; our *pro rata* was seventeen dollars.

**re plev'in**, an action to regain personal property unlawfully retained: He secured possession of his trunk through *replevin* proceedings.

**at ta che'** (shay), a subordinate member of a diplomatic embassy.

**at ten'dance**, audience; following.

**beach**, a shore.

**beech**, a tree.

**Bris'tol-board**, a fine calendered cardboard.

**ce leb'ri ty**, a famous person.

**de'cen cy**, propriety in conduct, speech, or dress.

**de crep'it**, enfeebled; broken down.

**dis'count**, interest paid in advance; to give less than full credit.

**ef fi ca'cious**, having power to produce an effect.

**fer'tile**, productive; fruitful.

**fer til'i ty**, productive power.

**ex tra'ne ous**, not intrinsic or essential.

**glu'cose**, a vegetable sugar.

**graph'ite**, a flexible variety of carbon.

**hy'dro gen**, an element of the air.

**im per'ti nent**, offending propriety; impudent.

**ir rel'e vant**, not applicable; not belonging to the matter in hand; *extraneous*.

**pro por'tion**, relative share; ratio.

**pro po'sal**, an offer proposing something to be accepted.

**pro ra'ta**, according to the share, interest, or liability of each.

**put'tee**, a spiral *gaiter* reaching from knee to ankle.

**put'ty**, a preparation of whiting and oil.

**qui'e tude**, rest; repose.

bob'bin

bois'ter ous

car'bon

cel'lu loid

de cline'

e las'tic

gai'ter

gly'cer ine

rum'mage

temp ta'tion

ten'e ment

ware'house

## LESSON 88

**fac'ul ty**, any special power of mind or body: He had the happy *faculty* of easily making friends; (b) a body of *instructors* in an educational institution: Hopkins was invited to address the *faculty* and students of Harvard.

**in ter mit'tent**, having periods of interruption or cessation: He found that although employment in that region was *intermittent* it was extremely *lucrative*.

**par'i ty**, equality as of condition or rank; equal value: The tariff rates placed Charleston on a *parity* with the north Atlantic ports as a shipping center.

**re ha bil'i ta tion**, act of restoring to a former state: *Divers* plans, *diverse* in scope and effect, were proposed for the *rehabilitation* of the corporation.

**an'ces tor**, a forefather.

**an i mos'i ty**, active enmity.

**cos met'ic**, a beautifying preparation for the skin.

**cos mo pol'i tan**, common to all the world.

**di ag no'sis**, determination of the distinct nature of a disease.

**di ag'o nal**, crossing obliquely.

**di'vers**, more than one.

**di verse'**, differing essentially.

**ex as'per ate** (eggs), to *irritate* exceedingly.

**ex'ca vate**, to dig or cut into.

**in stan ta'ne ous**, acting instantly.

**ir ra'di ate**, to make *luminous*; to strike, as by rays.

**ir'ri tate**, to excite ill temper or impatience in; to inflame.

**lu'cra tive**, productive of wealth; profitable.

**lu'mi nous**, giving light; full of light.

**parch'ment**, sheepskin polished for writing.

**prop o si'tion**, offer; plan; act of proposing.

**sil hou ette'** (sil oo et'), the outline of a solid figure.

**sane**, of sound mind.

**seine**, to fish with a net.

**stairs**, a series of steps.

**stare**, a steady fixed gaze.

**tar'iff**, a duty (on goods) or duties collectively.

**vel'lum**, a fine parchment.

anx'ious

a'pron

cres'cent

crit'i cism

di a gram'ming

in struc'tors

lug'gage

lunch'eon

scarce'ly

scope

scythe

vi o lin'ist

## LESSON 89

**ap pur'te nance**, something belonging to something else as an *accessory* or *adjunct*: The barn and other such *appurtenances* were included in the price quoted on the farm.

**ease'ment**, a privilege or right distinct from the ownership of the soil: The deed carries an *easement* in the estate on the west, guaranteeing joint use of the driveway.

**cat'e go ry**, a comprehensive class: Being sensible and reasonable, the manager placed all suggestions from his employees in the *category* of intended aids.

**per'qui site**, any profit from service beyond salary or wages: The fees and other *perquisites* of the office amount to more than the salary.

**ac ces'so ry \***, something that aids or is connected subordinately; aiding subordinately.

**ad'vo cate**, to speak in favor of; one who advocates.

**a sy'lums**, places of retreat or security.

**brake**, a device for *retarding* or stopping.

**break**, to destroy by separating into parts.

**brough'am** (broom), a closed carriage.

**car'bu ret or \***, a device for combining air with the vapor of a liquid fuel.

**ca'ter er**, one who furnishes food and service at banquets.

**cau'ter ize**, to sear with a drug or a heated iron.

**co a lesce'**, to fuse; to blend.

**pac'i fist**, an *advocate* of peace as opposed to militarism.

**pag'eant**, a theatrical spectacle.

**par a pher na'li a**, miscellaneous equipment.

**par ex cel lence'** (lahns), beyond comparison.

**qualm**, a twinge of conscience.

**quo'rum**, such a number of members of any body as is necessary to transact business.

**re tard'**, to cause to move more slowly.

**sta'tus**, state; condition.

**ther a peu'tic**, having healing qualities.

**ton so'ri al**, pertaining to a barber or shaving.

**to pog'ra phy**, the physical features of a region.

**um'brage**, resentment.

**u na nim'i ty**, complete agreement in opinion or action.

**ven'ti late**, to cause fresh air to circulate in; to make public.

ad'junct

cam'phor

cis'tern

ri'val

breadth

car'riage

par'a sol

strych'nine (strik'nin)

buoy'ant

ci vil'ian

riv'et

ton neau'

\* Also *accessary*, *carbureter*.

## LESSON 90

**cov'e nant** (kuv), an agreement or compact: As the wording of the *covenant* was *complicated* and *ambiguous*, it was given the attorney for revision.

**pro spec'tus**, a paper containing data on a proposed undertaking: A *prospectus* of our enterprise will be mailed to anyone interested.

**stat is ti'cian**, one skilled in collecting and tabulating statistics: The official *statistician* of an insurance company is called an *actuary*.

**ster'e o typed** (steer), made from plates cast from a mold of a printing surface: The illustrations were from *stereotyped* plates of engravings; (b) set in a fixed form: The expressions and ideas of a good correspondent are fresh and original, never *stereotyped*.

**am big'u ous**, having more than one meaning.

**as sur'ance**, a promise; full conviction.

**com'pli cate**, to make or become complex, difficult, or confused.

**con'tem plate**, to consider with continued attention; to think of with a view of doing.

**con stit'u ent**, a necessary part or element.

**con ta'gious**, catching; spreading.

**coun ter act'**, to act in opposition.

**cred'u lous**, disposed to believe on slight evidence.

**cu'bi cal**, like a cube.

**cu'bi cle**, a portion of a dormitory.

**cui sine'** (kwee zeen'), cooking department.

**in'tri cate**, exceedingly entangled or involved.

**ju ris dic'tion**, the lawful right to exercise official authority.

**lux u'ri ant**, superabundant in growth.

**men tal'i ty**, the sum of the mental powers.

**o'di ous**, exciting extreme disgust.

**pore**, to gaze intently.

**pour**, to flow in a continuous stream.

**res'er voir** (vwor), a place where anything is kept in store.

**res ti tu'tion**, the act of restoring, putting back.

**ros'trum**, a platform or *pulpit*.

**stam pede'**, a sudden unconcerted acting together.

**strin'gent**, rigid; severe.

**ty'phus**, a *contagious* fever.

ac'tu a ry

cab'i net

car'tridge

cre'o sote

cring'ing

cru'ci fy

cul'vert

pul'pit

star va'tion

stead'i ly

tur'pen tine

world'li ness



## LESSON 91

**af fi da'vit**, a voluntary sworn statement in writing made before a notary or other officer: The majority of legal documents require an *affidavit* to make them binding.

**ded'i cate**, to set apart for sacred use: The church was *dedicated* on the tenth; (b) to *inscribe* by way of compliment: The author *dedicated* his book to his wife.

**def'i cit**, a deficiency or falling short in amount; a shortage: By good management the board had been able to make up the preceding year's *deficit*.

**lab'o ra to ry**, a building for conducting scientific experiments and analyses: We advertise these goods as the highest product of our *laboratories*.

**ag'ate**, a measurement of type having fourteen lines to the inch; a waxy quartz.

**bel lig'er ent**, inclined to dispute or fight.

**bi'as**, prejudice; slanting; to influence unduly.

**bisque** (bisk), *unglazed* ware.

**can'dor**, frankness.

**cau'cus**, a preliminary meeting of leaders to decide upon policies or candidates.

**con sols'**, British government securities.

**de fer'**, to postpone.

**in'quest**, a judicial inquiry into a special matter, as a death.

**in scribe'**, to write in any way.

**in sig nif'i cant**, *trivial*; without import.

**in vest'ment**, the laying out of

money in the purchase of property for gain.

**lin'e age**, descent; *pedigree*; family.

**line'age**, advertising space considered in lines.

**ped'i gree**, a line of ancestors.

**se clud'ed**, hidden.

**sel'vage**, the finished edge of a fabric.

**ul'ti mate**, farthest; final.

**un couth'**, awkwardly strange; ungainly.

**tan'ta lize**, to tease by keeping something within view but out of reach.

**tam'per**, to meddle.

**triv'i al**, small; of no great matter.

**ven'i son**, flesh of the deer.

**ve neer'**, a thin layer (as of wood) upon a commoner surface.

bi'plane

char'ter

sea'man ship

un at tached'

bleach

de moc'ra cy

se lect'

un glazed'

ca tarrh'

safe'ty

tweez'ers

ver'min

## LESSON 92

**cri te'ri on**, a standard by which to determine the correctness of a judgment or conclusion; a test: The speed of an expert is no *criterion* of what an apprentice can do.

**sed'u lous**, constant in application or attention; assiduous: Through *sedulous* study and hard work he soon mastered the trade.

**tac'it**, implied but not expressed: The rebate did not appear in the *verbal* or written agreements but was *tacitly* understood.

**ver'sa tile**, many-sided; turning with ease from one thing to another: Da Vinci was a man of *versatile* talents.

**a cute'**, sharp; keenly discerning.

**ad mis'si ble**, entitled to or worthy of admission.

**al bu'men**, the white of an egg; the nutritive material in a seed.

**al bu'min**, a transparent *viscous* substance found in blood, milk, muscle, etc.

**cache** (cash), to conceal or store.

**cash**, money in hand.

**colo'nel** (ker), the highest officer of a regiment.

**ker'nel**, the whole grain of a seed; the core.

**cru sade'**, any vigorous concerted movement.

**ef front'er y** (frunt), *insolent* assurance.

**gos'sa mer**, thin; *flimsy*; a fine gauze.

**glu'ten**, the tough *albuminous* part of wheat flour.

**in'so lent**, grossly disrespectful.

**liq'ue fy**, to make liquid.

**mag net'ic**, exercising a strong attraction.

**mag is te'ri al** (maj), pertaining to a magistrate; judicial.

**pre dom'i nate**, prevailing over others.

**pre pos'ter ous**, contrary to common sense.

**pre sume'**, to venture on without previous permission; to take as likely or probable.

**pre sump'tion**, that which is assumed to be true; *effrontery*.

**seis'mo graph** (sise), an instrument for making an automatic record of an earthquake.

**se'quence**, order of succession.

**ve rac'i ty**, truthfulness.

**vis'cous** (kus), *glutinous*; semi-fluid; sticky.

ad'mir al

crys'tals

flim'sy

god'li ness

gross

ma la'ri a

man'i cure

tank'age

tan'ner y

un ac count'a ble

ven'ture

ver'bal

## LESSON 93

**cul'mi nate**, to attain highest degree: The discontent of the men *culminated* in a strike.

**gra tu'i tous**, given without recompense as a benefit, or without provocation, as an insult: He was *actuated* by unselfish motives in giving his services *gratuitously*.

**in de fat'ig a ble**, unflagging; not fatigued by labor: Father Dempsey was *indefatigable* and *ubiquitous* in his efforts to secure a just settlement of the strike.

**lu'cid**, intellectually clear: His arguments were *lucid* and convincing.

**ac'tu ate**, to move to action.

**con sec'u tive**, following in unbroken order.

**des'ert**, a region without vegetation.

**de sert'**, to forsake; to abandon.

**des sert'**, a course at dinner.

**flu'ent**, ready in speaking or writing.

**lith'o graph**, a print made from an engraved stone.

**mag'ni fy**, to increase the apparent size of.

**mag'ni tude**, great size.

**man da'mus**, a common law writ issued to enforce performance of a public duty.

**mez'zo tint**, an engraving with even tones like a photograph.

**ob'so lete**, gone out of use.

**on'er ous**, burdensome.

**pi'quant** (kant), stimulating to

interest.

**pla'cate**, to turn from a state of anger or hostility to friendliness.

**per'pe trate**, to be guilty of.

**per'se cute**, to pursue in a manner to injure or afflict, as on account of religious belief.

**pre cip'i tate**, to urge onward rashly.

**prod i gal'i ty**, extravagance; wastefulness.

**pro fuse'**, liberal; *prodigal*.

**qual i fi ca'tion**, fitness; restriction.

**quar'an tine**, enforced isolation to prevent spread of disease.

**scur'ri lous**, grossly offensive or vulgar.

**u biq'ui tous** (yr bik'we tus), seeming to be everywhere at once.

auc'tion

bor'row

ca boose'

cas'ket

cel'lar

cus'pi dor

float'ed

lev'er age

lic'o rice (ris)

lynx

me'ni al

vul'gar

## LESSON 94

**im pan'el**, to enroll upon a panel or list: On the first day of the trial the jury was *impaneled*.

**im ped'i ment**, that which hinders or impedes: He found a trunk an *impediment* in traveling on the continent.

**in cen'di a ry**, pertaining to *malicious* setting on fire: The fire was believed to be of *incendiary* origin; (b) tending to inflame passion: The audience was *swayed* by the *incendiary* nature of the orator's words.

**pre ci'sion**, the quality of being exact: A *chronometer* is a portable time-piece of highest *precision*.

**cen ten'ni al**, of or pertaining to a hundredth anniversary.

**cer'e mo ny**, a formal rite.

**cru'ci ble**, a pot for melting ores.

**cu pid'i ty**, avarice; greed.

**cy'cle**, a complete period of time.

**dif'fi dent**, affected with self-distrust.

**e gre'gious**, greatly surpassing others of the same class; excessive.

**in ca pac'i tate**, to make incapable.

**in'do lence**, habitual idleness.

**lieu**, place; stead.

**mer'chant a ble**, salable.

**ma li'cious**, harboring malice; spiteful.

**naph'tha** (naf), a *petroleum* product.

**pe tro'leum**, coal oil.

**per'go la**, a detached veranda or balcony.

**pit'tance**, a meager allowance.

**qui e'tus**, a silencing or suppressing; final *quittance*.

**quit'tance**, discharge or release.

**rec'ti tude**, uprightness in principles or conduct.

**re cu'per ate**, to recover health or strength; to recover from pecuniary loss.

**re fin'er y**, a place where a crude material is purified.

**spi'nal**, relating to the spine.

**spon'sor**, one who makes himself responsible for another.

**su'i cid al**, self-destructive; ruinous.

chro nom'e ter

di ges'tion

dig'ni fied

med'ley

mel'low

mer'ci less

in'di go

pha'e ton

spin'dle

time'piece

suede (swayed)

swayed

## LESSON 95

**in vei'gle** (vee), to lead astray, as by deception; to wheedle: The old man was too shrewd to be *inveigled* into signing without consulting his attorney.

**per func'to ry**, done merely for the sake of getting through; half-hearted: He displayed but *perfunctory* interest in the plans for the new building.

**re ca pit u la'tion**, a brief review; a summing up: The article concluded with a *recapitulation* of its salient points.

**spas mod'ic**, impulsive and *transitory*: He made *spasmodic* efforts to regain trade but failed because he lacked steady application.

**am'bu lance**, a covered vehicle for conveying the sick.

**am'i ty**, friendly relations.

**cel'e brate**, to *commemorate* joyfully; to observe; to keep.

**com mem'o rate**, to call to remembrance.

**in dem'ni ty**, that which is given as compensation for a loss.

**in sist'ence**, demanding with emphasis and persistence.

**in teg'ri ty**, uprightness of character; soundness.

**in ter'ro gate**, to question.

**oar**, an implement for rowing.

**o'er**, contraction of "over."

**ore**, mineral.

**pom'pous**, marked by assumed stateliness.

**po'rous**, having pores.

**pre vent'ive**, serving to ward off harm.

**qui es'cent**, being in a state of repose or inaction.

**re bel'lious**, insubordinate.

**rec'on cile**, to harmonize.

**re course'**, resort for help or security in trouble.

**se'quel**, continuation; consequence; result.

**se'rum**, a watery animal fluid.

**tel au'to graph**, a telegraph for producing a facsimile of writing.

**trin'i ty**, any union of three in one.

**tran'si to ry**, existing for a time only.

**trans verse'**, lying or being across or in a crosswise direction.

blight

civ i li za'tion

clear'ance

cloth'ier

fig'ure head

porch

ren'der

re tired'

sem i week'ly

sen'try

shrewd'ly

sig'nal

## LESSON 96

**im ply'**, to give one to understand something that is not expressed :  
He said he was not ready to invest, and *implied* that he would not buy real estate.

**in cen'tive**, that which moves one to action : As his present investments are bringing a good return he has no special *incentive* for immediate action.

**in fer'**, to assume a meaning not expressed : From his general remarks I *inferred* that he expected an early fall in prices.

**o paque'**, *impervious* to light : I should prefer a desk-lamp shade made of an *opaque* rather than of a *translucent* substance.

**ad dres'so graph**, a machine for printing addresses.

**de mur'rage**, detention by a freighter of a vessel or car beyond the time allowed ; compensation for such delay.

**de mur'rer**, a plea of insufficiency of the cause of action.

**def a ma'tion**, slander ; libel.

**im per'vi ous**, permitting no passage into or through.

**im pli ca'tion**, the act of intimating ; the involving of.

**in can des'cent**, made luminous by heat.

**in ci den'tal**, casual ; occurring in the course of something else.

**ma lign'** (line), to slander ; tending to injure.

**mal'lard**, a species of duck.

**man'u script**, an author's copy, either typed or penned.

**mas quer ade'**, to wear a disguise.

**ma tu'ri ty**, date when due and payable ; complete growth.

**pal'at a ble**, pleasing to the taste ; *savory*.

**pal'try**, trivial.

**pan de mo'ni um**, a riotous uproar.

**pet'it** (pet'ty), small ; minor (used in law phrases).

**pet'ty**, trifling.

**ram'i fy ing**, dividing and spreading out into branches.

**sa'vor**, flavor ; approach to a specific quality.

**ten'ure**, term during which a thing is held.

**trans lu'cent**, admitting light but not permitting vision.

**tre men'dous**, astonishingly great ; marvelous.

**war'ran ty**, a written guaranty by a seller.

in grat'i tude

met'ric

pa'pri ka

par en'the sis

pass'port

ra'di um

raw'hide

ri'ot ous

tar'get

tar'tar

thrift'i ness

tor na'does



## LESSON 97

**ac crue'**, to come as a natural result of *increment*, as by growth of business: The stock with *accrued* premium was worth double the par value.

**cod'i cil**, a supplement to a will: In a *codicil* added ten years later he gave the bulk of his fortune to his son.

**de lin'e ate**, to draw in outline: The section was *delineated* on the map; (*b*) to portray; to describe: In *delineating* his plans he showed that he wished to do nothing *detrimental* to the new industry.

**e lim'i nate**, to separate and expel: This plan would *eliminate* all superfluous expenditures.

**ac'cu ra cy**, state of being accurate, exact.

**a cous'tic**, pertaining to hearing.

**ad ver'si ty**, misfortune.

**ag gres'sive**, disposed to vigorous activity in behalf of an object.

**col lo'qui al**, pertaining to common speech.

**cog no'men**, a surname.

**de mount'a ble**, that may be easily taken apart.

**det ri men'tal**, injurious; hurtful.

**dis ad van'tage**, that which hinders, prevents, or is prejudicial to success.

**e ject'ed**, expelled.

**e lab'o rate ly**, with great care.

**fe ro'cious**, *fiercely* cruel.

**in clu'sive**, embracing; comprising.

**in cor'ri gi ble**, that cannot be corrected.

**in'cre ment**, that which is added.

**lus'trous**, shining.

**mal'e fac tor**, a criminal.

**man i fes'to**, an authoritative public declaration of a high official.

**man'i fold**, numerous; to make more than one copy at a time; evidenced in many ways.

**por tray'**, to represent naturally and vividly.

**res er va'tion**, act of reserving or holding back.

**re sort'**, to have recourse to; a place.

**res ur rec'tion**, any rising again; renewal.

**ti'dal**, pertaining to the tides.

deign (dane)

feath'er brained

fes'ti val

fierce'ly

hogs'head

hum'bling

hur'ri cane

lin'en

live'li hood

thriv'ing

tin'sel

tin'ware

## LESSON 98

**in im'i cal**, hurtful in tendency: We felt that to go into the combine would be *inimical* to our interests.

**re cip'ro cal**, done by each of two to the other; mutual: We should prefer to make a *reciprocal* agreement.

**re tort'**, a sharp reply: His *retort* was quick and witty; (b) a vessel with a bent tube for the heating or *distillation* of substances: The *recipe* had been carefully followed, and the mixture placed in a *retort*.

**re trench'ment**, a reduction or curtailment, especially for economy: Decreased profits necessitated *retrenchment* in overhead expenses.

**a bol'ish**, to do away with; to put an end to.

**ag gran'dize ment**, state of being made greater; exaltation.

**ag gres'sor**, one who attacks.

**chord**, a harmonious musical combination.

**cord**, a string.

**con sign'ment** (sine), property consigned.

**de rail'ment**, the act of running off the rails.

**des'o late**, deserted; laid waste.

**dis til la'tion**, act or product of vaporizing and condensing.

**e lec'tro type**, a facsimile plate for printing.

**e lapse'**, to glide or slip by; to pass away.

**for'ger y**, a spurious article bearing a false signature.

**flour'ish ing**, thriving.

**mo men'tous**, weighty.

**mau so le'um**, a large stately tomb.

**par'lance**, mode of speech.

**par'si mo ny**, stinginess.

**plea**, entreaty; an act of pleading.

**rec'i pe**, a formula for a mixture.

**re qui'tal**, act of requiting, making return for.

**ret ri bu'tion**, that which is done or given in *requital*; *punishment*.

**tem'per a ment**, physical and mental character of an individual.

**tem'per ance**, habitual moderation.

**ti mid'i ty**, shyness; lack of courage.

bod'ice

boul'der

bu'reau

con duc'tor

con'gress

may'or al ty

mi'cro scope

mis lay'

mon'keys

pass'a ble

pun'ish ment

throt'tle

## LESSON 99

**dis sem'i nate**, to spread abroad for growth; to scatter: Everywhere he went he *disseminated* his theory.

**in cal'cu la ble**, that cannot be estimated; immeasurable: The *boll weevil* did the *cotton* crop *incalculable* damage.

**par tic'i pant**, one who shares in common with others: All members were to become *participants* in a general endowment fund.

**re sil'i ent**, springing back to a former position; elastic: The metal from which watch springs are made must be highly *resilient*.

**an te ced'ent**, prior; one who or that which precedes in time, place, or order.

**an tip'a thy**, settled *aversion*; *repugnance*.

**an tique'**, ancient; old.

**a ver'sion**, distaste; mental opposition.

**boll' wee'vil** (bole), a worm which feeds on the cotton plant.

**coun ter mand'**, to recall or revoke.

**de mor'al ize**, to corrupt or deprave.

**du plic'i ty**, double dealing.

**in con test'a ble**, not admitting of controversy.

**lease'hold**, tenure held by a lease.

**per di'em**, by the day.

**pri'or**, preceding in time, order, or importance.

**pro ver'bi al**, of the nature of, or like a proverb; well known.

**ren'o vate**, to make good as new.

**re nown'**, fame.

**re pug'nant**, offensive to taste or feeling.

**sim'pli fy**, to make simple.

**sin gu lar'i ty**, peculiarity.

**sir'loin**, a cut of meat.

**taut**, stretched tight.

**taught**, past tense of "teach."

**ther'mo stat**, a device for the automatic regulation of temperature.

**ten'sion**, a stretching; strain.

**un per ceived'**, not perceived; not seen.

cot'ton

dredge

dy'na mite

fes toon'

fil'ter

Pull'mans

sick'le

side'track

skein (skane)

sky'scrap er

u ni ver'si ty

use'ful

## LESSON 100

**am'nes ty**, a general pardon for offenses against a government: The governments of Europe granted *amnesty* to their political prisoners shortly after the conclusion of the war.

**em bod'i ment**, act or process of including and making a part of: The *embodiment* of his suggestions in the report on finances created a stir; (b) represented in a physical body: He considered his father the *embodiment* of business ability.

**si mul ta'ne ous**, existing, happening, or done at the same time: He was *simultaneously* mayor of a thriving community and manager of its chief industry.

**si'ne cure**, an office having *emoluments* without duties: Neither position in any way resembled a *sinecure*.

**al lu'sion**, an indirect reference; act of alluding.

**a mal ga ma'tion**, a substance formed by mixture.

**am a teur'ish**, crude; feeble; faulty.

**at tire'**, to clothe oneself; dress.

**bur lesque'**, to represent mockingly or ludicrously.

**car'i ca ture**, to represent so as to make ridiculous.

**cul'prit**, a *guilty* person.

**e mol'u ment**, remuneration connected with an office or service.

**ep'i gram**, a *pithy* saying, usually expressing two direct opposites.

**gilt**, gilded; yellow like gold.

**guilt**, state of moral corruption resulting from wrongdoing.

**gist** (jist), the substance or *pith*

of a matter.

**mis no'mer**, a name wrongly applied.

**neg li gee'** (zhay), *unceremonious* or careless *attire*.

**nig'gard ly**, *sordidly* stingy.

**pith'y**, like or having pith; forcible; effective.

**shod'dy**, cloth manufactured of shredded woolen rags; sham.

**short-sight'ed**, lacking foresight.

**sor'did**, mercenary.

**trac'tion**, the act of drawing; rolling *friction* as of wheels on a track.

**tran'quil ize**, to soothe.

**un cer e mo'ni ous**, informal; abrupt; discourteous.

**ven'dor**, a seller.

**ven'om**, malignity; spite.

am mu ni'tion

by'stand er

crude

fee'ble

fric'tion

mis fit'

nine ty-ninth'

shriv'eled

shrub'ber y

tra'i'tor

where up on'

whet'stone

## LESSON 101

**ap'ti tude**, disposition or capacity for a particular purpose: He had a special *aptitude* for all *athletic* sports.

**du'plex**, having two parts; double; acting in two ways: The windows were fitted with *duplex* shades, green faced inside and white outside.

**en'er vate**, to deprive of energy or vigor: The climate of Central America is *enervating* to a Canadian.

**fi du'ci a ry**, pertaining to a position of trust: *Fiduciary* obligations prevented the secretary from giving the man the information requested.

**ad min'is tra tor**, one who administers, that is, manages or conducts.

**ap par'el**, dress; garb.

**ath'lete**, one skilled in acts of physical strength.

**car'ti lage**, a tough, elastic animal tissue.

**e rad'i cate**, to wipe out; to destroy utterly.

**ex clude'**, to shut out.

**e vap'o rate**, to convert into vapor as by heat.

**func'tion a ry**, a public official.

**fur'ri er**, a dealer in furs.

**hoard**, to gather and store away; something hoarded.

**horde**, any loosely organized group of human beings; a pack or swarm.

**mu'ti late**, to maim; to disfigure.

**mys te'ri ous**, implying something unknown.

**nil**, nothing.

**non'de script**, a person or thing very odd or difficult to describe.

**ob se'qui ous**, adulatory in manner; promptly obedient.

**op por tune'**, especially seasonable; meeting some requirement.

**quib'ble**, to evade the truth.

**re buke'**, to *reprove* sharply.

**re prove'**, to censure openly.

**tor'rid**, sultry; scorching.

**trav'es ty**, a burlesque; a grotesque imitation.

**un sea'son a ble**, not in proper season; inappropriate.

**ul ti ma'tum**, final proposition or concession.

a pol'o gy

bru nette'

bus'i ly

butch'er

car'ni val

fright'ful

hus'band

man'sion

mar'ma lade

or'chid (kid)

pau'per

tour'ist

## LESSON 102

**in fla'tion**, undue expansion or increase: *Inflation* of the capital resulted in financial disaster.

**in ge nu'i ty**, quality of having inventive power: His *ingenuity* in utilizing whatever came his way started him on the road to success; (*b*) cleverness of execution or design: The *ingenuity* of the *appliance* was what appealed to the public.

**par lia men'ta ry** (li), admissible in a deliberative assembly: It was decided that all meetings should be conducted by *parliamentary* rules.

**ul te'ri or**, undisclosed; beyond what is manifest: It was impossible to discover *ulterior* motives in Patton's proposal.

**ap'pe tite**, a craving, as for food.

**ap pli'ance**, a device; tool; instrument.

**com men'su ra ble**, proportionate.

**di ag nos ti'cian**, one who diagnoses.

**ex or'bi tant**, excessive; extravagant.

**fu'tile**, of no avail; useless.

**fu til'i ty**, the quality of being *futile*.

**in de fin'a ble**, that cannot be defined, described.

**mar'ga rin\***, an imitation butter.

**me chan'i cal**, relating to machinery; automatic.

**mod i fi ca'tion**, change; alteration.

**ni'tro gen**, an element of the atmosphere.

**or'de al**, a trying experience.

**pane**, a section of window glass.

**pain**, hurt.

**pe can'** (cahn), a species of hickory nut.

**que'ry**, question; inquiry; interrogation.

**sac'cha rin**, sweet; a coal-tar product.

**sal u ta'tion**, greeting.

**tor'tu ous**, bent in different directions.

**trav'ersed**, moved across.

**trip'li cate**, threefold.

**va ri a'tion**, a *modification*.

**with draw'al**, act of withdrawing, taking away.

ap plause'  
break'fast  
clev'er ness

dic ta'tor  
mis giv'ing  
sam'ple

sand'wich man  
stretch  
torch'light

va nil'la  
wa'ter mark  
wharf'age

\* Also *margarine*.



## LESSON 103

**in val'i dat ed**, having force or validity destroyed: The title was *invalidated* through lack of proper signatures.

**myth'i cal**, imaginary; *legendary*; fictitious: The gold mine of which he talked incessantly was considered largely *mythical*.

**pat'ri mo ny**, an *inheritance* from a father: His *patrimony* was held in trust until he should be twenty-five.

**sur rep ti'tious**, done without authority; accomplished by secret or improper means: The papers had been *surreptitiously* removed from the safe.

**cast**, to throw.

**caste**, a social class.

**fra ter'ni ty**, condition or relation of brotherhood; an association.

**free'hold**, an estate in lands.

**fur'ther ance**, advancement.

**in com'pe ten cy**, general lack of ability or capacity.

**in her'it ance**, that which is received through will or descent.

**in sig'ni a**, emblems; marks of office; badges.

**jo'vi al**, jolly.

**ko'sher** (koh), ceremonially clean according to the Jewish law.

**leg'end a ry**, based chiefly on tradition; fabulous.

**mod'er ate**, kept within reasonable limits.

**on'yx**, a variety of quartz.

**op po'nent**, one who opposes; a rival.

**per'fume**, a pleasant odor.

**per fume'**, to scent.

**pig'ment**, coloring matter.

**re cap'ture**, to capture again.

**rep'ri mand**, to reprove sharply, especially publicly and officially.

**turn'key**, one who has charge of the keys of a prison; a *warden*.

**u'ni verse**, the whole creation.

**un sta'ble**, lacking in stability; not secure.

**ver mil'ion**, a brilliant red color, also its *pigment*.

**vet'er i na ry**, pertaining to the diseases of domestic animals.

clum'sy

black'mail

ken'nel

mis'sile

mon'u ment

rear'ward

turn'ta ble

twelfth

up hol'ster

var'nish

war'den

where with al'

## LESSON 104

**ar'a ble**, fit for tillage, for cultivation: One third of the land was *arable*; the remainder mountainous.

**in ter pose'**, to come between to mediate: When the argument was at its height Arnold *interposed*; (b) to make an interrupting remark: The lawyer *interposed* an objection in the testimony.

**os'tra cize**, to exclude from favor or intercourse: He had been *ostracized* by his old friends because of his *advocacy* of unpopular *doctrines*.

**per'me ate**, to pass through the pores of; to *diffuse* through: The wood was *permeated* with oil.

**ad'vo ca cy**, the act of pleading a cause.

**am'pu tate**, to cut off.

**beer**, a beverage.

**bier**, the frame on which a corpse is placed; a coffin; a grave.

**big'a my**, to marry again while being married.

**can'ton ment**, a place where soldiers are quartered.

**car bol'ic**, derived from carbon and oil.

**dearth**, scarcity.

**dif fuse'**, to pour or send out so as to spread in all directions.

**doc'trine**, that which is set forth for acceptance or belief.

**ex plode'**, a sudden and violent outbreak.

**ex plo'sive**, liable to *explode*; pertaining to *explosion*.

**ex tract'**, to draw out; to obtain.

**har'di hood**, foolish daring;

sturdy courage.

**im per'son al ly**, not relating to a particular person or thing.

**in con'se quent**, of little consequence.

**man'goes**, the edible fruit of a tropical tree.

**ni tro glyc'er in**, a powerful *explosive*.

**non'plussed\***, perplexed; puzzled.

**sem'a phore**, an apparatus for signaling.

**tor pe'do**, a huge metal cigar-shaped case containing *explosives*.

**tri week'ly**, occurring three times a week.

**van'quish**, to overcome; to defeat.

**vul'can ize**, the process of treating crude rubber to make it more elastic and durable.

boat'swain

can'cer

car'goes

flash'light

floor'walk er

lead'er ship

leaf'let

marsh'mal low

neat'ly

sea'port

tin'foil

un'der tak er

\* Also *nonplused*.

## LESSON 105

**ex pe di'tion**, a journey, as of many persons: Roosevelt headed an *expedition* into Africa; (b) speed; dispatch: The hall was prepared for the mass meeting with great *expedition*.

**heck'led**, subjected to sharp and critical interrogation: The lecturer was *heckled* by those opposing the cause she supported.

**o'vert** (oh), outwardly manifest; in law, done with criminal intent: There was no evidence of any *overt* act.

**per en'ni al**, continuing through the year or many years: A subscription to our magazine is a *perennial* pleasure; (b) a plant growing continually, *surviving* more than a year: Certain species of roses are hardy *perennials*.

**ab'di cate**, to renounce power.

**al'i mo ny**, allowance made a divorced wife by order of court.

**bod'kin**, a blunt needle with a large eye.

**car bo na'ceous**, yielding carbon.

**car'di nal**, principal; a bird; a shade of red.

**de lu'sion**, a false belief, especially of what has no existence in fact.

**di vorce'**, legal *separation*; *severance*.

**for mal'i ty**, state of being formal; the proper order of procedure.

**hal lu'ci na tion**, a *delusion*, especially of the insane.

**knead**, to mix into a mass.

**kneed**, possessed of knees.

**need**, to require.

**mis in ter'pret**, to interpret or explain wrongly.

**nor'mal**, regular; natural.

**os te op'a thy**, the treatment of disease by manipulation.

**ox'i dize**, to unite with oxygen.

**pil'fer**, to practise petty thieving.

**pli'ant**, easily yielding.

**re cite'**, to tell over in detail.

**re tire'ment**, the act of retiring, withdrawing; state of being retired.

**se clu'sion**, *solitude*; *retirement*.

**sol'i tude**, loneliness; isolation.

**sur viv'al**, act of surviving, outliving.

**terse**, elegantly concise; short and pointed.

both'er

brick'lay er

card'board

dis charg'ing

o'ver time

po'e try

pil'low

pi'lot

sep a ra'tion

tim'othy

tru'ant

try'ing

## LESSON 106

**fa cil'i tate**, to make easier or more convenient: Everything possible was done to *facilitate* construction.

**flur'ry**, sudden *commotion*; nervous agitation: There was a slight *flurry* in the market at opening; (b) to bewilder or confuse; to agitate: He seemed *flurried* and upset.

**pal'li ate**, to cause to appear less guilty or offensive: Haynes was always able to *palliate* the faults or omissions of his friends.

**tem'po rize**, to pursue a policy of delay: When asked to sign the contract he *temporized* by requesting time to consult his partner.

**al'le go ry**, a symbolic presentation; a story to illustrate a truth.

**as'pir in**, a medicine.

**bulk'head**, a structure to resist pressure of earth or water.

**car'bun cle**, a boil; the garnet cut *convex* without facets.

**com mo'tion**, excitement; tumult.

**con'vex**, curving outward like a segment of a globe.

**de flec'tor**, that which causes to deflect or bend from a course.

**de fraud'**, to cheat; to swindle.

**ex'pe dite**, to quicken; to *facilitate*.

**ex ten'u ate**, to *minimize* the gravity of; to *palliate*.

**foul**, filthy; in baseball, a ball struck outside the base lines.

**fowl**, a domestic bird.

**in debt'ed ness**, the state of owing.

**kohl'ra bi**, a kind of cabbage.

**mar a schi'no** (skee), a cordial distilled from a certain cherry.

**min'i mize**, to reduce to the smallest possible amount or degree.

**nov'el ty**, something unusual.

**spe'cious**, appearing right and true; plausible.

**ter'mi nal**, pertaining to a boundary, an end.

**sem'blance**, outward appearance.

**squad'ron**, any regularly arranged body, as of men or of ships.

**sym'pa thize**, to feel or show sympathy.

**ter'mi nus**, the final point or goal.

**tes ta'tor**, the maker of a will.

as par'a gus

bru'tal

bump'er

grav'i ty

hope'less

in'dex

jaunt'y

lil'ies

lob'ster

near'ly

not with stand'ing

strike-break'er

## LESSON 107

**con'ver sant**, well-informed: He was thoroughly *conversant* with electrical matters.

**dis so'ci ate** (she), disconnect; separate: Karpen *dissociated* himself from club activities three years ago.

**ex pos'tu late**, to reason earnestly with a person: His friends *expos- tulated* with him to no avail.

**par'a site**, an organism that lives on another: Mistletoe and moss are *parasites* on trees; (b) a *servile* flatterer who lives at another's expense: Long's independence of spirit would not permit him to appear to be a *parasite*.

**ac cu'mu la tor**, one who accumu-  
lates, gathers together.

**al'ter nate**, to perform by turns  
or in succession.

**al ter'ate**, occurring or succeed-  
ing by turns.

**cav'i ty**, a hollow or sunken place;  
a hole.

**chan de lier'** (shan), a support  
for lights suspended from the  
ceiling.

**cha grin'** (sha), the vexation of  
disappointment and wounded  
pride.

**dec'o ra tor**, one who decorates,  
adorns.

**hu mil'i ate**, to offend the pride  
or self-respect of.

**mor ti fi ca'tion**, state of being  
affected with *humiliation* and  
*vexation*.

**mor'tise**, a *cavity* or hole, as in

timber, into which another  
part fits.

**op'u lent**, wealthy.

**pe'nal ize**, to put a punishment on.

**pen'ny weight**, the twentieth part  
of an ounce.

**rain**, water falling in drops from  
the clouds.

**reign**, to rule.

**rein**, a part of a bridle.

**san a to'ri um**, an institute for  
the treatment of disease or  
care of invalids.

**ser'vile**, having the spirit of a  
slave.

**tex'ture**, the characteristic dis-  
position of interwoven threads.

**un nec'es sa ri ly**, needlessly.

**u'su rer**, one who practises usury.

**verge**, the extreme edge.

**ves'tige**, a visible trace.

**vex a'tion**, irritation; annoyance.

bull'head ed

cau'li flow er

cav'al ry

ob scene'

pen'sion

reck'less

sa'ble

salt pe'ter

swerve

tep'id

tire'less ly

u'ni ty

## LESSON 108

**am'pli fy**, to increase in scope or importance: The catalog description was *amplified* to include colors and the particular uses for which each article was adapted.

**in junc'tion**, a judicial order requiring the party to take or to refrain from a specified action: The company secured a temporary *injunction* against the closing of the street; (b) an urgent *admonition*: The instructor's parting *injunction* was not to tamper with the carbureter.

**pe nu'ri ous**, excessively saving in the use of money: He had lived so *penuriously* that he had not enjoyed his wealth.

**pro mis'cu ous**, composed of individuals or parts confusedly mingled: The desk contained a *promiscuous* mass of important and unimportant papers.

**ad mo ni'tion**, gentle reproof.

**af fray'**, a disturbance of the peace; a fight.

**an'ar chy**, absence of government.

**chas'tise ment**, infliction of punishment.

**chic'o ry**, an herb used to adulterate coffee.

**de mo'bil ize**, to disband.

**de tract'**, to take away from.

**dim i nu'tion**, the act of diminishing; a lessening.

**in flic'tion**, act of inflicting or causing to suffer.

**mo lest'**, to annoy; to harm.

**mu ni'tions**, all necessary war material.

**non com'bat ant**, one not engaged in an affray.

**per'co la tor**, a filtering coffeepot.

**pri'va cy**, seclusion; retirement.

**re cep'ta cle**, that which serves to receive and contain something.

**rec og ni'tion**, act of recognizing.

**rec ol lec'tion**, something remembered.

**san'i ty**, soundness of mind.

**sas'sa fras**, the bark of laurel root.

**stu'por**, suspension or great *diminution* of sensibility.

**tor'por**, *stupor*; complete or partial insensibility.

**tran'script**, a copy.

**ul tra ma rine'**, beyond the sea; a blue pigment or its color.

**un wield'y**, bulky; clumsy.

bro cade'

chif fo nier'

co'ca ine

lau'rel

luck'i ly

mis'sion

non'sense

non res'i dent

satch'el

tor'rent

tru'ly

ves'ti bule



## LESSON 109

**in cin'er ate**, to consume with fire; to reduce to ashes: Whether it would be better to *incinerate* the garbage or to install a reduction plant was a *moot* question in Billings.

**pro pen'si ty**, mental disposition; tendency: Because the clerk manifested a *propensity* to slight his work he was discharged.

**pro test'**, to earnestly assert, especially in the face of opposition: The man who found the purse *protested* that he wanted no reward; (b) to enter a formal dissent: Murphy *protested* against placing the order so far in advance of actual needs; (c) to declare formally that payment of a note or check has been refused: The check was *protested* by the bank.

**un prec'e dent ed**, without precedent; unexampled: *Unprecedented* success attended his canvass of the western states.

**af front'**, an open insult or indignity.

**an es thet'ic**, making insensible of pain.

**a tro'cious**, *outrageously* wicked or cruel.

**at tain'**, to achieve.

**chi rop'o dist (ki)**, one who treats ailments of the feet.

**chlo'ro form**, a medicine having *anesthetic* properties.

**de plor'a ble**, *pitiable*; *grievous*.

**doc'ile**, easy to manage; compliant.

**em bel'lish**, to ornament.

**ex plo ra'tion**, act of exploring; act of searching out or seeking through.

**lap'i da ry**, one who works in precious stones.

**mon'o rail**, a train operating on a single rail.

**moot**, open to discussion.

**or nate'**, highly ornamented; artistically finished.

**out ra'geous**, heedless of authority or decency.

**pit'e ous**, exciting pity or sympathy.

**pit'i a ble**, deserving of pity.

**ref'er ence**, that which alludes to something; one of whom inquiries can be made as to another.

**re flex'**, to bend back; turned or thrown backwards.

**san'dal wood**, a fragrant East Indian wood.

**sec'tor**, the figure bounded by two radii and the included arc of a circle.

**tract'a ble**, *manageable*; *docile*.

**trans plant'**, to remove and plant in another place.

**vol'a tile**, readily vaporizable; changeable; light-hearted.

griev'ous

in sult'ing

main'land

man'age a ble

mar'gin al

os'trich

out'lay

por'ce lain

sa lute'

sau'er kraut

zeph'yr

zon'ing

## LESSON 110

**ap prais'al**, act of putting a price upon; official valuation: His *appraisal* of the house was evidently fair, although two thousand dollars less than the agent asked.

**re but'tal**, the giving of evidence in a lawsuit to destroy the effect of evidence given by the other side: The witness testified in *rebuttal* that the manager had authorized him to sign the voucher.

**ref u ta'tion**, act of refuting; disproof: The public demonstration of his invention was a convincing *refutation* of the charges against its *practicability*.

**vi'ti ate** (vish'i ate), to impair the value of: The contract was *vitiated* by the lapse of the time it specified.

**am'pli fi er**, an instrument for increasing sound.

**an nu'i ty**, a yearly allowance.

**ap pel'late**, pertaining to or having jurisdiction of appeals.

**au to bi og'ra phy**, the history of a man's life, written by himself.

**chron'i cle**, a register of events in the order of time.

**cli'max**, highest point; culmination.

**coif'fure**, manner of arranging the hair.

**dis coun'te nance**, to look upon with disfavor.

**dis course'**, a formal discussion or address; to talk; to converse.

**hei'nous** (hay), extremely wicked.

**ob liv'i on**, state of being utterly forgotten.

**ob nox'ious**, of a character to give offense or excite aversion.

**pro lif'ic**, producing abundantly.

**pros'e cu tor**, one who prosecutes; a public prosecuting attorney.

**re fute'**, to prove to be false.

**rem i nis'cent**, recalling or thinking much about the past.

**rye**, a cereal.

**wry**, bent to one side.

**sal'vage**, property rescued from great danger.

**sen ior'i ty**, state of being older in years or office.

**seg're gate**, to isolate.

**suf fuse'**, to overspread; to tint.

**trans po si'tion**, act of transposing; removal.

**trea'tise**, an elaborate literary presentation of a subject.

com pare'

prac ti ca bil'i ty

re frig'er a tor

sau'sage

self-con'scious

se ver'i ty

suit'or

treb'le

trel'lis

un err'ing

wal'rus

waste' bas ket

## LESSON 111

**co'gen cy**, convincing power: The *cogency* of his arguments was *in-disputable*.

**ex ploi ta'tion**, selfish employment for one's own use or advantage: The *exploitation* of the property as an oil well caused many to lose their savings.

**so lic'i tous**, full of anxiety or concern: McHenry was particularly *solicitous* about the condition of the export department.

**tan'ta mount**, having equivalent value, effect, or import: His request for a two years' *furlough* was *tantamount* to a *resignation*.

**al le'vi ate**, to lighten; to make easier or less.

**an nex'**, to add on; to attach.

**ar'chives**, a place for keeping public records; the records themselves.

**Chau tau'qua** (sha tau'kwa), system of education by summer schools and lectures.

**clin'ic**, medical instructions demonstrated on the patient.

**com'pact**, solid; dense; an agreement.

**de mon'e tize**, to divest of the character of standard money.

**dep ri va'tion**, state of being deprived of; act of depriving.

**dis ar rang'ing**, disturbing the arrangement of.

**di vest'**, to strip, as of clothes or office.

**em'pha sis**, stress laid upon certain words; the act of bringing out clearly and forcibly.

**ex cheq'uer**, finances; pecuniary resources.

**in crim'i nate**, to connect with a crime.

**in dis'pu ta ble**, incapable of being disputed; unquestionable.

**in nu'mer a ble**, too numerous to be counted.

**lev'ee**, an embankment; a quay.

**mor'phine**, a bitter narcotic contained in opium.

**res ig na'tion**, act of relinquishing employment; state of being resigned.

**sig'na to ry**, one who has signed or is bound by a document.

**sta'di um**, a structure for athletic games.

**tim'ber**, wood suitable for building purposes.

**tim'bre**, the quality of tone.

**tri bu'nal**, a court of justice.

**tyr'an ny**, absolute power arbitrarily administered.

con tent'ed

con'test

de tec'tive

dic'ta phone\*

fur'lough (lo)

lim'i ted

mis lead'ing

mis placed'

sar sa pa ril'la

scaf'fold ing

scape'goat

tri'o (tree'o)

\* Also *dictophone*.

## LESSON 112

**ap pend'**, to hang or attach to : This letter is marked " Exhibit A " and is *appended* to the deposition.

**ex pe'di ent**, apt and suitable to the end in view : In the circumstances it was deemed *expedient* to send an expert to repair the binder at once.

**in cur'**, to bring upon oneself : It was an *arduous* journey, but to refuse to go meant to *incur* the displeasure of the salesmanager.

**mul ti plic'i ty**, condition of being manifold or various ; numerousness : A *multiplicity* of demands upon his time left him no leisure.

**ap por'tion**, to allot.

**ap pro ba'tion**, approval.

**aq'ue duct**, a conduit for water.

**ar'du ous**, difficult ; *laborious*.

**co erce'**, to compel ; to constrain by force or fear.

**co in cide'**, to agree exactly.

**co in'ci dence**, a circumstance agreeing with another.

**de fray'**, to pay.

**de port'ment**, conduct ; behavior.

**dic'to graph**, a special kind of telephone used to overhear conversations.

**en croach'ment**, *entrance* upon the rights of another ; gradual *intrusion*.

**ex empt'**, to free or clear from some *burdensome* obligation.

**ex pire'**, to terminate ; to die.

**in'fi nite ly**, in an infinite or unbounded manner.

**in'road**, any forcible *encroachment*.

**i'ro ny**, the use of words to signify the opposite of what they usually express.

**in tru'sion**, the act of intruding, forcing in.

**mon'o gram**, a character consisting of two or more interwoven letters.

**se ques'trate**, to seize, especially for the use of the government.

**so lic'i tor**, one who solicits, canvasses ; a legal adviser.

**sprock'et**, a tooth on a wheel to engage the links of a chain.

**strait**, a narrow passage of water connecting two larger bodies.

**straight**, not bent ; in a direct course.

**su per scrip'tion**, the name and address on an envelope.

ap'o plex y

bur'den some

clin'ic al

cop'per plate

dis grace'ful

dis in'ter est ed

en'trance

im ma te'ri al

la bo'ri ous

more o'ver

par'a chute

star'board

## LESSON 113

**ap pre hend'**, to anticipate with anxiety or fear: We do not *apprehend* any difficulty with our drivers over the wage scale; (b) to grasp mentally: He quickly *apprehended* what was wanted; (c) to arrest, seize: The officers failed to *apprehend* the embezzler before he crossed the border.

**ex tra di'tion**, the surrender of an alleged criminal by one state to another: *Extradition* proceedings were instituted to secure the suspect's return from Canada.

**mal fea'sance**, unlawful or wrongful action: The charge of *malfeasance* in office was *quashed*.

**par'a mount**, superior to all others; supremely controlling: His influence was *paramount* in the councils of the *clique*.

**ap pre hen'sion**, anxious *foreboding*; mental image; legal arrest.

**ap prox'i mate**, to estimate; nearly correct.

**au'top sy**, dissection of a dead body to learn the cause of death.

**clique** (kleek) an exclusive clan-nish set.

**en am'el**, a glossy coating.

**en core'** (ahng kore') a call for a repetition of a part of a play.

**en join'**, to prohibit or restrain.

**fore bod'ing**, the feeling of coming misfortune.

**mis print'**, an error in printing.

**non com'pos men'tis**, not of sound mind.

**o'zone**, a form of oxygen.

**por tiere'** (tyair), a curtain used

to drape a door.

**quash**, to set aside, as an indictment; to suppress forcibly.

**sax'o phone**, a brass-keyed wind instrument.

**sem i an'nu al**, half-yearly.

**shunt'ed**, turned aside; switched.

**siz'a ble**, of comparatively large size.

**sov'er eign**, exercising supreme jurisdiction; a ruler.

**stat'u to ry**, relating to a statute law.

**trans form'**, to change from one thing into another.

**un par'al leled**, unequaled.

**va'cate**, to surrender possession of by removal; to give up.

**va ga'ry**, wild fancy; extravagant notion.

**vac'u um**, a space absolutely devoid of matter.

dis or'gan iz ing

dwin'dling

mis guid'ed

month'ly

one'-sid ed

out'line

pa'tri ot

schoon'er

scroll

post'al

post'mark

tres'tle (el)

## LESSON 114

**dep're cate**, to express disapproval of: He *deprecat*ed the appointment of Purdy as manager of the eastern district.

**dis cern'i ble** (diz zern'), capable of being discerned; *perceivable*: The difference in the two shades of red was scarcely *discernible*.

**sub'ter fuge**, a device or plan for escape or concealment; evasion: His contention that he must consult his brother was merely a *subterfuge* to gain time.

**vac'il late**, to waver; to fluctuate in mind: He *vacillated* between investing in Commonwealth Steel and Amalgamated Zinc.

**am mo'ni a**, a *pungent* gas soluble in water.

**ar'mi stice**, a brief cessation of hostilities by mutual agreement.

**ar'se nal**, a public storehouse of war munitions.

**caus'tic**, corroding; stinging; sarcastic.

**com plain'ant**, one who enters *complaint*.

**com plain't**, a statement of a wrong or *grievance*.

**con stab'u la ry**, military police force.

**dis'ci plin ing**, punishing for the sake of training; systematic training.

**do'nor**, one who gives.

**dor'mant**, being in a state of or resembling sleep; inactive.

**e van'gel ism**, zeal in spreading a gospel.

**ex per i men'tal**, pertaining to or known by experience.

**griev'ance**, a cause of annoyance; wrong done.

**im'be cile**, a feeble-minded person.

**in de pen'dent**, not dependent; free.

**in'un dat ing**, flooding.

**in vert'ed**, reversed.

**lax'i ty**, state of being loose.

**lin'e al**, relating to lines.

**per ceiv'a ble**, capable of being perceived.

**per'i scope**, an optical instrument for use on submerged submarines.

**pun'gent**, affecting the nerves of sensation; *caustic*; keen; racy.

**shop'lift er**, one who steals from a shop during business hours.

**sid'ing**, a railway track by the side of the main one.

Czech'o-Slo vak'i a

Gi bral'tar

Ju'go-Sla'vi a

lin'seed

ov er due'

o ver run'

pho'to graph

plan'ning

scrib'ble

sea'wor thy

spin'ach

U'kraine



## LESSON 115

**com mu ta'tion**, the substitution of one kind of payment or service for another: A *commutation* ticket affords the traveler a greater number of trips for the same money; (b) a reduction or change of penalty: The *commutation* of his sentence to life imprisonment gave hope for a parole.

**ex tol'**, to praise highly: He was forever *extolling* the merits of his *wares*.

**red tape**, the close observance of forms and routine as in public business: There seemed to be a *superfluity* of *red tape* involved in securing a passport.

**roll'ing-stock**, the wheeled transportation equipment of a railway: The *rolling-stock* constituted one third the assets of the street car company.

**an ti sep'tic**, preventing *putrefaction*.

**a sep'tic**, free from *pus-forming bacteria*.

**bac te'ri a**, germs.

**con trast'**, to compare in order to show unlikeness.

**di lute'**, to weaken by admixture.

**dis ap prov'ing**, regarding with disfavor.

**do na'tion**, something given.

**draw ee'**, one upon whom an order for the payment of money is drawn.

**e nu'mer ate**, to name one by one.

**e qui lib'ri um**, even poise or balance.

**out'put**, amount produced.

**pro cure'**, to obtain.

**pro fess'**, to make open declaration of.

**prof'fer**, to offer for acceptance.

**pu'tre fy**, to decay with a foul odor; to rot.

**re in state'**, to restore to a former position.

**re miss'**, negligent; careless.

**sheen**, a glistening brightness.

**spend'thrift**, one who is wastefully lavish of money.

**su per flu'i ty**, that which is superfluous; an excess.

**ty'phoid**, a contagious fever.

**un bal'anced**, not adjusted to balance.

**ware**, articles of commerce; merchandise.

**wear**, to have on.

a rith'me tic

o ver draw'

pus'-form ing

safe'guard

sher'bet

sher'iff

sight-see'ing

sol'der (sod'der)

tur'nip

un der score'

un der val'ue

vir'tue

## LESSON 116

**con'text**, the portions of speech or writing connected with a passage quoted or considered: The meaning of the phrase can be determined only by the *context*.

**cou'pon** (koo), a *detachable* portion of a bond certifying interest to be due: Interest on the bonds was payable quarterly upon presentation of the *coupons*.

**dep u ta'tion**, persons acting for others; a delegation: A *deputation* of business men waited upon the mayor.

**su per'la tive**, of the highest possible degree: The portrait was of *superlative* excellence.

**ar'ter y**, any great channel.

**av oir du pois'**, a system of weights.

**de tach'a ble**, that can be detached; cut off.

**lock'out**, the closing of a factory by an employer to coerce employees.

**mis in formed'**, having false information.

**per'jure**, to swear falsely.

**per'ma nen cy**, continuance without change.

**pes'si mism**, a disposition to take a gloomy view.

**re as sure'**, to restore to confidence.

**reb'el**, one who *rebels*.

**re bel'**, to resist authority.

**re ga'li a**, the distinctive emblems or decorations of an office or

society.

**reg'u la tor**, a clock of superior accuracy.

**role**, a part or character.

**scrap'book**, a book in which clippings are pasted.

**sem i cir'cu lar**, like a half-circle.

**slack'en**, to loosen; to relax; to retard.

**slaugh'ter** (slaw), to kill for the market.

**va'grant**, an idle wanderer.

**vain**, conceited; useless.

**vane**, an instrument to indicate the direction of the wind.

**vein**, a blood channel; a bed of ore.

**walk'out**, a workmen's strike.

**wood'cut**, an engraving on wood or a print from one.

Ar'mour

Bur'bank

Car ne'gie

Ed'i son

Mar co'ni

Rock'e fel ler

Roos'e velt

Schwab

pawn'brok er

pump'kin

shim'mer

whir'ring

## LESSON 117

**ar tic u la'tion**, distinct utterance; *enunciation*: The speaker's *articulation* was very exact; (b) a jointing or being jointed together: The *articulation* of the parts being imperfect, the engine could not run smoothly.

**dis burse'ment**, the act of paying out, as in meeting current expenses; expenditure: The *disbursement* of the league's funds was entrusted to the treasurer.

**ex tor'tion ate**, characterized by *extortion*; oppressive: The usurer demanded an *extortionate* rate of interest.

**ir rep'a ra ble**, that cannot be repaired or rectified: The fire had wrought *irreparable* damage to the museum.

**as phyx'i ate**, to suffocate.

**as sign ee'** (sin), one to whom an assignment is made.

**e nun ci a'tion**, the mode of utterance of vocal sounds.

**ex tort'**, to obtain by violence; to exact illegally.

**op pro'bri um**, a cause of reproach.

**per sis'tence**, *steadfast* continuance.

**phar'ma cy** (far), a drugstore.

**pheas'ant** (fez), an edible bird; grouse.

**phos'phor ous** (fos'for), pertaining to *phosphorus*.

**phos'phor us**, a non-metallic inflammable element.

**re im burse'**, to refund; to indemnify.

**re mis'sion**, the act of remitting; abatement, as of a fine.

**re mon'strate**, to protest; to expostulate.

**re mote'**, distant in space or time.

**squal'id**, dirty; neglected; wretched.

**squal'or**, the filth of thriftless poverty.

**squan'der**, to spend *wastefully*.

**stag'nant**, foul from long standing.

**stead'fast ly**, firmly.

**val'or**, personal courage.

**va'ried**, consisting of divers sorts.

**vas'e line**, a basic element of ointments.

**waist**, the part of the body between the hips and chest.

**waste**, to *squander*.

An glo-A mer'i can

As'tor

Beth'le hem

Bilt'more

Bu'ick

But'ter ick

Chal'mers

Mc Al'pine

Wal'dorf

whirl'wind

whisk broom

wrench

## LESSON 118

**con ser va'tion**, the act of keeping from loss, decay, or injury; preserving unimpaired: This country should look to the *conservation* of its natural resources.

**con tempt'i ble**, worthy of scorn; despicable: Martin gave him the *contemptuous* look his *contemptible* conduct merited.

**ex'tant**, existing and known: He devoted fifteen years to a careful study of all the authorities on steel *extant*.

**ha rangue'**, an extemporaneous and vehement speech: His address was nothing more than a *harangue*; (b) to deliver a *harangue*: He *harangued* the crowd for an hour.

**ac com'pan i ment**, that which goes with another thing.

**al ly'**, a connection by agreement; to form an alliance.

**an ni'hi late**, to reduce to nothing.

**aux il'ia ry** (awgs il'ya ry), an aid; an assistant; accessory.

**con temp'tu ous**, scornful.

**cy lin'dri cal**, having the form of a cylinder.

**in sur mount'a ble**, not easily overcome.

**ir res'o lute**, hesitating.

**per cus'sion**, *vibratory* shock.

**pig'eon hole**, a small compartment in a desk.

**phi lan'tro py** (fi), disposition to promote the welfare of mankind.

**plat'en**, the roll of a typewriter or of a printing press on which the paper is supported to receive an impression.

**plat'i num**, a precious metal.

**re side'**, to make one's abode.

**re ple'tion**, the state of complete or excessive fullness.

**rep re hen'si ble**, culpable.

**seed'ling**, a plant grown from a seed.

**Se mit'ic**, pertaining to the descendants of Shem, especially to Jews.

**slug'gish**, having little motion.

**slumped**, suddenly sunk or fallen.

**smol'der**, to burn and smoke in a smothered way.

**smug'gle**, to take (goods) into a country without payment of duty.

**vi'bra tion**, a complete rapid movement back and forth; oscillation.

**vi'bra to ry**, pertaining to or causing *vibration*.

al'leys      Bal'ti more

Ashe'veille      Ba'ton Rouge (bat'un roozh)

At'chi son      Berke'ley

Bir'ming ham      Bur'ling ton

Brook'lyn      span'iel

Buf'fa lo      spig'ot

## LESSON 119

**au dac'i ty**, state of being *audacious*; impudence; bold recklessness: He had the *audacity* to suggest that the Cincinnati territory be placed in his charge.

**per emp'to ry**, not admitting of debate or appeal; decisive: His *peremptory* demand for admittance was refused.

**pre text'**, a fictitious reason or motive: It was always easy to find a *pretext* for going into the city.

**re put'ed**, generally believed: His kindly manner, great learning, and *reputed* wealth gave him an *enviable* standing in the community.

**a stig'ma tism**, a defect of the eye.  
**au da'cious**, bold; *presumptuous*; shameless.

**cue**, a hint; intimation; catch-word.

**queue** (cue), a pigtail; a file of persons waiting.

**dun**, to press for payment.

**en'vi a ble**, adapted to excite envy; desirable.

**ir re spon'si ble**, not accountable.

**pre sump'tu ous**, unduly confident or bold.

**pro trude'**, to project outward.

**pul'ver ize**, to reduce to powder.

**pur su'ant**, conformable.

**py ro tech'nic** (tek), pertaining to fireworks.

**splen'dor**, exceeding brilliancy.

**spokes'man**, one who speaks in the name and behalf of others.

**stake**, something wagered or risked.

**steak**, a slice of meat.

**sub side'**, to quiet down; to grow less.

**sub'soil**, the layer of earth next beneath the surface.

**suf fice'**, to be sufficient.

**sys'tem a tize**, to reduce to a system.

**ven dee'**, a buyer.

**vi'ands**, victuals; food.

**vig'i lance**, alertness; watchfulness.

**wa'ter pow'er**, the power of water derived from its gravity or momentum.

Chat ta noo'ga

Chi ca'go (shi cah'go)

Cin cin na'ti

Co lum'bi a

Dal'las

Den'ver

De troit'

Du luth'

El Pas'o

spong'ing

spoon'fuls

sports'man ship

## LESSON 120

**at trib'ute**, to *ascribe*; to *impute*: He *attributed* the authorship of the letter to Mandrake.

**at'tri bute**, an essential quality or characteristic: Honesty was one of his chief *attributes*.

**con vert'i ble**, capable of conversion or change; that can be converted: The insurance policy is *convertible* into an annuity; (b) interchangeable: This chair is *convertible* into a stepladder.

**sub sid'i a ry**, supplementary; auxiliary: The parent company has a number of *subsidiary* ones, through each of which it specializes in a different department.

**as cribe'**, to refer to a cause or source.

**a void'ance**, act of shunning.

**dis card'ed**, ejected; thrown out.

**ex ter'mi nate**, to destroy; to drive out; to annihilate.

**in ex'pli ca ble**, incapable of being explained.

**i ras'ci ble**, easily provoked to anger.

**ir re me'di a ble**, not to be remedied; incurable.

**na ive'** (nah eev'), having native or unaffected simplicity.

**nom i nee'**, a person named for any office.

**pan a ce'a**, a pretended remedy for all diseases.

**port'hole**, a small opening in a ship's side.

**por'ti coes**, porches.

**post mor'tem**, expert examination

of a human body after death.

**rat'ing**, classification according to a standard.

**re trieve'**, to restore; to reestablish.

**ret'ro grade**, to recede; to decline.

**re vers'ing**, turning back to the contrary.

**sta'ple**, a well-established article of commerce.

**steel'yard**, a device for weighing.

**ste've dore**, one who loads or unloads the holds of vessels.

**stew'ard**, one who supervises the provision and distribution of food.

**team**, a set of workers or players.

**teem**, to be prolific.

**ther'a py**, the treatment of disease.

Gal'ves ton

Ho'bo ken

In di an ap'o lis

Kal a ma zoo'

Los An'ge les

Lou'is ville

Mil wau'kee

Min ne ap'o lis

Mo bile'

Mo line' (leen)

Mont gom'er y

Nash'ville



## LESSON 121

**in con'gru ous**, characterized by lack of harmony: The color scheme selected was decidedly *incongruous* with the architecture of the house.

**in sa'ti a ble** (she), not capable of being satisfied: The August heat brought a seemingly *insatiable* demand for our awnings.

**pleb'i scite**, an expression of popular will by a vote: A *plebiscite* was held to determine whether the population preferred being a part of Germany or of Poland.

**stra'tum** (stray), a bed of *sedimentary* rock or tissue: *Strata* of sand and rock had to be pierced before the oil was reached.

**at test'**, to bear witness to.

**con ster na'tion**, a sudden overwhelming fear; terror with confusion.

**con trib'u tor**, one who writes articles for a periodical; one who contributes.

**dis a vow'ing**, refusing to acknowledge; disclaiming.

**dis may'**, *consternation*.

**in'su la tor**, that which insulates, places in a detached state.

**ob'li ga to ry**, binding in law or conscience.

**pos'ture**, attitude, pose.

**pot'ash**, a white, caustic, alkaline compound.

**pot'ter y**, clay ware.

**re lax'**, to become less rigorous; to slacken.

**ren di'tion**, act of rendering; surrender.

**re trac'tion**, the act of retracting, of *disavowing*.

**sed i men'ta ry**, characterized by sediment or dregs.

**sen'su ous**, pertaining to the senses.

**so no'rous**, loud and full-sounding.

**sty'mie**, a golf term.

**tear**, a drop of the saline fluid from the eye.

**tier** (teer), a rank or row.

**tri'fling**, frivolous; insignificant.

**tri'umph**, victory.

**un com'pro mis ing**, inflexible; strict.

**un de cid'ed**, not determined.

**un qual'i fied**, without qualifications; unreserved; unfit.

New Or'le ans

Phil a del'phi a

Ok la ho'ma

Pitts'burgh

Pat'er son

Pough keep'sie

(Po kip)

Pueb'lo (pweb)

Roch'es ter

Ra'leigh

Sac ra men'to

Read'ing (red)

San An to'ni o

## LESSON 122

**as sim'i late**, to take up and incorporate: Once he learns the language, an immigrant soon *assimilates* the American spirit and becomes American in thought.

**e pit'o me**, a brief statement of the contents of a work; a concise summary: An *epitome* of the theory of the book was given in the preface.

**stu pen'dous**, of *prodigious* size, bulk, or degree: He had been able to do a *stupendous* amount of work in the week that had elapsed.

**sub ser'vi ent**, adapted to promote some end or service: I found the material on the place *subservient* to fence building; (b) obsequious: He was of a *subservient* disposition.

**as cen'dent\***, ascending, rising; superior.

**base**, inferior; dishonorable; foundation.

**bass**, the lowest musical register.

**be nef'i cent**, bringing about or doing good.

**broad'cast**, to cast, scatter, or disseminate widely.

**dis'mal**, cheerless; gloomy.

**dom'i nant**, ruling, governing; predominant.

**ex po'nent**, one who or that which explains or expounds; a symbol.

**of fi'cious**, *volunteering* services where they are unwelcome.

**phos'phate**, a salt of phosphoric acid.

**plen i po ten'ti a ry**, possessing full powers.

**pouch**, a sack.

**pov'er ty**, state of being poor.

**pre ten'tious**, making great claims to ability, excellence, etc.

**pro dig'ious**, enormous or extraordinary.

**ref er en'dum**, submission to a vote of the people of a proposed law.

**re ver'sal**, the act of reversing, turning around.

**rev o lu'tion**, a complete circuit around a center.

**re volve'**, to turn about an axis.

**stressed**, emphasized.

**stu pe fac'tion**, act of stupefying; stupor.

**stu'pid**, dull-witted.

**sty'lus**, a pencil-like steel for writing on wax or carbon.

**vol un teer'**, to offer voluntarily.

San Di e'go (dee ay)	San ta Fe' (fay)	Spo kane' (kan)	To le'do
San Fran cis'co	Sche nec'ta dy (ske)	Syr'a cuse	To pe'ka
San Jo se'(ho say)	Sioux Cit'y (soo)	Ta co'ma	Ter're Haute (hote)

\* Also *ascendant*.

## LESSON 123

**an'i mat ed**, full of life or spirit: The location of the proposed park provoked *animated* discussion.

**an nulled'**, made void; having the force destroyed: The contract was *annulled* by mutual consent.

**dis'si pate**, to break up and drive off; disperse; scatter; dispel: The envoy's kindly *repartee* soon *dissipated* all *rancorous* feeling; to be extravagant and *dissolute* in the pursuit of pleasure: He had a *dissipated* look.

**re sus'ci tate**, to bring or come back to life; to *revive*: He succeeded in *resuscitating* the failing business by conducting weekly special sales.

**dis'so lute**, loose in morals and conduct.

**dom i neer'ing**, overbearing.

**e mis'sion**, act of *emitting*, or that which is *emitted*.

**e mit'**, to send out; discharge.

**poul'try**, domestic fowls.

**pre em'i nent**, distinguished above all others.

**ran'cor ous**, full of spitefulness, malice.

**ra pa'cious**, given to plunder; extortionate; grasping.

**rep ar tee'**, a witty or apt reply.

**res'pite** (pit), a putting off; delay.

**re vive'**, to reanimate; to bring to life again.

**sa lu'bri ous**, conducive to health; *wholesome*.

**sal'u ta ry**, corrective; beneficial.

**sa'ti ate**, to gratify to the utmost.

**sat'ire**, the employment of sarcasm or irony in denouncing abuses.

**scin'til late**, to emit sparks; to twinkle brightly.

**toad**, a frog.

**towed**, pulled; hauled.

**ut'most**, of the highest degree or largest amount.

**whole'some**, tending to promote health and well-being.

**wild'cat**, unsafe; unsound.

**wi'ly**, sly; cunning.

**wind'lass**, a drum for winding.

**Tuc son'** (too son') **Wilkes'-Bar re**

**Tul'sa**

**Wich'i ta**

**Worces'ter** (woos)

**Pan'a ma**

**Al a bam'a**

**Ar i zo'na**

**Ark'an sas** (saw)

**Cal i for'ni a**

**Ca nal' Zone**

**Col o ra'do** (rah)

## LESSON 124

**a mor ti za'tion**, the extinction of a debt through a sinking fund: We have provided for the *amortization* of our indebtedness.

**com po si'tion**, the act of composing: The *composition* of the letter required an hour; (b) a literary, artistic, or musical production: The conductor of the *opera* introduced one of his own *compositions* into the ballet; (c) a compound or combination: Mortar is a *composition* of sand and slaked lime; (d) typesetting: The chief expense in printing the pamphlet is the *composition*.

**quer'u lous**, disposed to complain; faultfinding: His *querulous* questions were difficult to answer satisfactorily.

**sa ga'cious**, characterized by discernment, shrewdness, and wisdom: The *sagacious* policy of the director had resulted in a neat profit.

**con'cave**, hollow and rounded, as the interior of a sphere.

**con curred'**, happened together; agreed, as in opinion.

**dis sim'i lar**, unlike.

**in tox'i cate**, to make drunk; to excite to a transport of enthusiasm or madness.

**mem'oir** (war), a published reminiscence.

**op'er a**, the musical form of drama.

**poul'tice**, a soft composition applied to sores, etc.

**pre co'cious**, developing before the natural season; unusually forward.

**pre sup pose'**, to take for granted.

**price-cur'rent**, a statement of the ruling prices of stocks, etc. at a given time.

**prof'it a ble**, bringing profit; remunerative.

**pro long'**, to extend in time or space.

**pseu'do nym** (su), a fictitious name assumed for a time; a pen name.

**punc til'i ous**, exact in etiquette or duty.

**ques tion naire'**, a set of questions for submission to a number of persons.

**re ferred'**, ascribed; directed.

**re signed'**, given up; submissive.

**rev o lu'tion ize**, to completely change.

**sa tir'i cal**, using satire; sarcastic.

**stim'u lant**, something which produces increased vital action.

**stock ade'**, an enclosure made with posts and stakes.

**stop'page**, act of stopping.

**trans'port**, vehement emotion; a conveyance; to carry from one place to another.

**vi'tal**, pertaining to life; necessary.

Con nect'i cut (net)

Geor'gia

Kan'sas

Maine

Del'a ware

Ill i nois' (noy)

Ken tuck'y

Ma'ry land

Flor'i da

In di an'a

Lou is i an'a

Mas sa chu'setts

## LESSON 125

**ri pa'ri an**, pertaining to the bank of a river: The lumber company's *riparian* rights had been violated by their competitor.

**stim'u lus**, something that arouses the mind or spirits; an incentive: Under the *stimulus* of great need he soon found agreeable employment.

**sump'tu ous**, involving or showing *lavish* expenditure: The house was artistically and *sumptuously* decorated.

**val'i date**, to ratify and confirm; to make valid: In order to use the return ticket it is necessary to have it *validated* immediately upon arrival at your destination.

**con cur'rence**, agreement; approval.

**con so la'tion**, a comforting thought or fact; act of consoling.

**dis con'so late**, destitute of *consolation*; cheerless.

**in oc'u late**, to infect.

**in ure'**, to have effect; to be applied; to harden or toughen by use.

**lav'ish**, spending extravagantly; to give out profusely.

**pro'bate**, relating to official proof, especially as to wills.

**prom e nade'** (nahd), a walk for amusement or exercise.

**punc'tu al**, exact as to appointed time.

**sub scribe'**, to sign one's name; promise; assent.

**sub scrip'tion**, the act of *subscribing*.

**su'ing**, instituting legal proceedings against.

**sun'der**, to break apart.

**su per an'nu at ed**, disqualified on account of age.

**ul'ster**, a long, loose overcoat.

**un der sell'**, to sell at a lower price than another.

**un der sign'**, to sign at the foot of; to *subscribe*.

**un em ployed'**, having no occupation.

**vac'ci nate**, to *inoculate* against smallpox.

**val'iant ly**, bravely.

**veg e ta'tion**, plant life in the aggregate.

**ver i fi ca'tion**, act of verifying, proving.

**vin dic'tive**, having a revengeful spirit.

**vin'tage**, the yield of a vineyard for a season.

Mich'i gan (mish)    Mis sou'ri  
Min ne so'ta        Mon ta'na  
Mis sis sip'pi        Ne bras'ka

Ne va'da (vah)        New Mex'i co  
New Hamp'shire      New York  
New Jer'sey          North Car o li'na

## LESSON 126

**ap ro pos'** (po), pertinent; opportune: The remark was quite *apropos*; (b) (followed by *of*) as suggested by; with reference to: *Apropos* of your suggestion, let us have your detailed plans.

**pu'ta tive**, supposed; reputed: Anthony was the *putative* author of the resolution.

**syn'chro nous**, occurring at the same time; coincident: The opening of the new road was *synchronous* with the completion of the viaduct.

**vo li'tion**, the power of willing; any exercise of will: He had made the offer entirely of his own *volition*.

**a lign'** (line), to adjust or arrange in a line.

**brusque**, rough and short in manner; rude.

**con'tour** (toor), the outline of a figure or body.

**de but'** (da bu'), a first appearance.

**lux'u ry**, anything that ministers to pleasure but is not necessary to life.

**par en thet'i cal**, thrown in by way of explanation, as a word or phrase.

**pre cip'i tous**, steep; dashing headlong.

**prop a gan'da**, any scheme or matter for *propagating* a doctrine.

**prop'a gate**, to cause to continue or multiply.

**spon ta ne'i ty**, quality or state of acting from inherent feeling.

**stip'ple**, in engraving, a method of employing dots instead of lines.

**suav'i ty**, politeness; urbanity.

**sul phur'ic**, of or pertaining to sulphur.

**su perb'**, majestic; *luxurious*.

**su per cil'i ous**, exhibiting haughty contempt.

**sur'feit**, excess, especially in eating and drinking.

**sym met'ri cal**, having harmonious relation of parts.

**un ri'valed**, matchless.

**un writ'ten**, not reduced to writing; oral.

**vi tal'i ty**, power of continuing in force; vital force.

**vit'ri ol**, *sulphuric* acid.

**vol'plane**, to glide to earth in an airplane with the power shut off.

**witch-ha'zel**, a shrub.

**work'house**, an industrial prison for petty offenders.

North Da ko'ta

Or'e gon

Que bec'

Penn syl va'ni a

Phil'ip pines

Por'to Ri'co (ree)

Rhode Is'land

Ten nes see'

Tex'as

Ver mont'

Vir gin'i a

Wash'ing ton



## LESSON 127

- a bey'ance**, keeping back for a time ; inaction : We have held your order in *abeyance* until we could hear from you.
- cu'mu la tive**, gathering volume, strength, or value by repetition or addition : The *cumulative* effect of these lessons is a vocabulary of five thousand practical words.
- e qua nim'i ty**, evenness of mind or temper : He received the message with *equanimity*.
- pro ba'tion**, a proceeding designed to test character, qualifications, etc. : He was given the position on *probation* ; (b) the act of proving : The *probation* of the will required but little time.
- ac cel'er a tor**, a device for increasing speed.
- clan des'tine** (tin), secret.
- com po'nent**, a constituent part.
- comp tom'e ter**, a machine for computing.
- com pul'sion**, the act of compelling.
- com pul'so ry**, employing *compulsion* ; compelled.
- con sen'sus**, a collective opinion.
- cor tege'** (tayzh), a train of attendants.
- cum'ber some**, moving heavily or with difficulty.
- dis cre'tion a ry** (cresh), left to one's judgment.
- dy'na mo**, a machine for converting mechanical power into electrical current.
- e qui noc'tial**, relating to the sun's crossing the equator.
- ex em'pla ry**, serving as a model.
- ex hil'a rate**, to enliven, cheer.
- fac'ile**, easy to be done.
- hyp not'ic**, tending to produce sleep, to subdue the will.
- im pos'tor**, one who deceives by false pretenses.
- in co her'ent**, without connection.
- in nate'**, inborn ; natural.
- irk'some**, tedious ; wearisome.
- Ma nil'a** (or *Manilla*), a kind of hemp or paper.
- mo not'o nous**, without variety.
- ob'lo quy**, state of being under censure or disgrace.
- pis ta'chio** (sho), an Asiatic nut.
- prob a bil'i ty**, likelihood.
- pum'ice**, spongy volcanic lava.
- ren'dez vous** (ron'da voo), an appointed place of meeting.
- sen'ti ent**, possessing powers of sense and feeling.
- un e'qualed**, unsurpassed.
- un mis tak'a ble**, clear ; obvious.
- un pre pared'**, not ready.
- val'et**, a man's body servant.
- vit're ous**, pertaining to glass.
- vi tu per a'tion**, wordy abuse.
- voy'age**, a journey by sea.
- wide-a wake'**, alert.

Cer tain-teed'    Man hat'tan  
Deere            Pa cif'ic  
Du Pont'        Pan'han dle  
Fleisch'mann    Phoe'nix (fee)  
Le'high          Pierce

Pi erre' Mar quette'    West'ing house  
Sears Roe'back        Wil'lys  
Stu'de bak er        Wis con'sin  
U'tah                Wool'worth  
Va na'di um        Wy o'ming

## LESSON 128

## REVIEW

ab sor'bent  
 a cad'e my  
 ac cel'er at ing  
 ac cept'ance  
 ac com'mo date  
 ac com'plice  
 ac cord'ance  
 ac cu'mu late  
 ac'cu rate  
 ad her'ence  
 ad van ta'geous  
 af fil'i ate  
 al lege'  
 ap'pli ca ble  
 as cer tain'  
 ces sa'tion  
 chas'sis  
 cir cu'it ous  
 col lab'o rate  
 com pli men'ta ry  
 con ceit'  
 con'cen trate  
 con cil'i a to ry  
 con'duit  
 con'science  
 con tig'u ous  
 cor'ri dor  
 cor rob'o rate  
 coun'cil or  
 coun'sel or  
 coun'te nance  
 cred'i ble  
 cu ri os'i ty

cyn'i cal  
 de pre'ci ate  
 di plo'ma cy  
 dis par'age  
 dis trib'u tors  
 ef fi'cient  
 el'e gant  
 en dur'ance  
 eq'ui ta ble  
 ex pul'sion  
 fac sim'i le  
 gauge  
 hin'drance  
 hy poth'e sis  
 il lu'mi nate  
 im plic'it  
 in ad vert'ent  
 in cip'i ent  
 in dict'ment  
 in fe'ri or  
 in tel'li gence  
 in ter cept'  
 in ter fer'ence  
 ir re proach'a ble  
 lar'ce ny  
 le git'i mate  
 mag nif'i cent  
 mis cel la'ne ous  
 mon'e ta ry  
 non com mit'tal  
 ob'sti na cy  
 oc'cu pan cy  
 pas'time

pa vil'ion  
 ped'es tal  
 per se ver'ance  
 per sist'ent  
 pred'e ces sor  
 re it'er ate  
 re luc'tant  
 re peal'  
 re plete'  
 req ui si'tion  
 rig'or ous  
 san'i ta ry  
 scar'ci ty  
 sci en tif'ic  
 se'cre cy  
 sev'er ance  
 sim plic'i ty  
 so lic'it  
 sol'i ta ry  
 spe'cial ty  
 strat'e gy  
 sub poe'na  
 su prem'a cy  
 sur'plus  
 sym'bol  
 sym'me try  
 sym'pa thy  
 syn on'y mous  
 tap'es try  
 typ'i cal  
 u nan'i mous  
 un e quiv'o cal  
 ve loc'i ty  
 vi cin'i ty

## LESSON 129

## REVIEW

ac ces'so ry  
 ac'cu ra cy  
 ac knowl'edg ment  
 ad mis'si ble  
 ad'vo ca cy  
 af fi da'vit  
 ag gres'sor  
 am big'u ous  
 am'bu lance  
 an te ced'ent  
 a pol'o gy  
 ap'pe tite  
 ap pli'ance  
 as sur'ance  
 at tend'ance  
 cel'e brate  
 ce leb'ri ty  
 cen ten'ni al  
 cer'e mo ny  
 civ i li za'tion  
 co a lesce'  
 cod'i cil  
 con sec'u tive  
 cor'ru gat ed  
 cov'e nant  
 cred'u lous  
 cri te'ri on  
 crit'i cism  
 crys'tals  
 def'i cit  
 de lin'e ate  
 de mur'rage  
 de te'ri o rate

det ri men'tal  
 dif fuse'  
 dis as'trous  
 ef fi ca'cious  
 e lim'i nate  
 e rad'i cate  
 ex as'per ate  
 ex or'bi tant  
 ex pe di'tion  
 fur'ther ance  
 hes'i tan cy  
 im per'ti nent  
 in cal'cu la ble  
 in can des'cent  
 in ca pac'i tate  
 in cen'di ar y  
 in cen'tive  
 in ci den'tal  
 in clu'sive  
 in com'pe ten cy  
 in'do lence  
 in fer'  
 in ge nu'i ty  
 in her'it ance  
 in sig nif'i cant  
 in sist'ence  
 in stan ta'ne ous  
 in teg'ri ty  
 in vei'gle  
 ir rel'e vant  
 lab'o ra to ry  
 lieu  
 mys te'ri ous

ni'tro gen  
 ob se'qui ous  
 op por tune'  
 ox'i dize  
 pal'try  
 par tic'i pant  
 per'pe trate  
 pe tro'le um  
 pha'e ton  
 pre ci'sion  
 pre vent'ive  
 prop o si'tion  
 pro spec'tus  
 qui es'cent  
 re cip'ro cal  
 rec'on cile  
 res'er voir  
 re sil'i ent  
 se clu'sion  
 sep a ra'tion  
 se'rum  
 si mul ta'ne ous  
 sol'i tude  
 stat is ti'cian  
 ster'e o typed  
 sur rep ti'tious  
 sur vi'val  
 tac'it  
 tem'per ance  
 tre men'dous  
 triv'i al  
 twelfth  
 u na nim'i ty  
 ve rac'i ty

## LESSON 130

## REVIEW

ac cel'er a tor  
 ac com'pan i ment  
 ap pel'late  
 ap prais'al  
 ap pre hen'sion  
 ap prox'i mate  
 as sim'i late  
 a tro'cious  
 aux il'ia ry  
 a void'ance  
 co erce'  
 co in cide'  
 com pul'so ry  
 con tempt'i ble  
 con vert'i ble  
 cou'pon  
 cu'mu la tive  
 cy lin'dri cal  
 de tach'a ble  
 dis burse'ment  
 dis cern'i ble  
 dis cre'tion a ry  
 dis'si pate  
 dis so'ci ate  
 en am'el  
 en croach'ment  
 en'trance  
 e nu'mer ate  
 e qui lib'ri um  
 ex pe'di ent  
 ex'pe dite  
 ex per i men'tal  
 ex ten'u ate

ex tor'tion ate  
 fa cil'i tate  
 griev'ous  
 hein'ous  
 im pos'tor  
 in cur'  
 in dis'pu ta ble  
 in'fin ite ly  
 in nu'mer a ble  
 in oc'u late  
 in sa'ti a ble  
 in sur mount'a ble  
 ir rep'a ra ble  
 ir res'o lute  
 man'age a ble  
 min'i mize  
 mo not'o nous  
 mul ti plic'i ty  
 ob'li ga to ry  
 ob liv'i on  
 per ceiv'a ble  
 per'co la tor  
 per emp'to ry  
 per'ma nen cy  
 per sist'ence  
 pit'e ous  
 pre cip'i tous  
 pre sump'tu ous  
 pre ten'tious  
 pri'va cy  
 pro dig'ious  
 pro mis'cu ous  
 pros'e cu tor

pur su'ant  
 ques tion naire'  
 re cep'ta cle  
 rec og ni'tion  
 rec ol lec'tion  
 re ferred'  
 rep re hen'si ble  
 re trieve'  
 re ver'sal  
 sa ga'cious  
 scin'til late  
 sem'blance  
 sen ior'i ty  
 so lic'i tous  
 spon ta ne'i ty  
 sub ser'vi ent  
 sub sid'i ar y  
 sub'ter fuge  
 suf fice'  
 su per cil'i ous  
 su per flu'i ty  
 stu pen'dous  
 sym'path ize  
 sys'tem a tize  
 ter'mi nal  
 un nec'es sa ri ly  
 un par'al leled  
 un prec'e dent ed  
 un qual'i fied  
 vac'il late  
 val'i date  
 ver i fi ca'tion  
 vig'i lance  
 vi'ti ate

## PREFIXES

The majority of English prefixes are derived from the Latin, although there are also a few from the Anglo-Saxon and the Greek. In the following list *L* — in brackets after the words — refers to Latin, *G* to Greek, and *AS* to Anglo-Saxon. Other forms of the prefix are given in italics.

- a** (AS), in, on, at: abed, aboard, aback.
- ab**, *a*, *abs* (L), from, away from: abdicate, aversion, abstract.
- ad**, *ac*, *af*, *al*, *ag*, *an*, *ap*, *ar*, *as*, *at* (L), at, to: adjoin, acclaim, affect, allude, aggravate, annoy, approach, arrest, assort, attach.
- amb**, *am*, *ambi* (L), around, on both sides: ambiguous, ambition.
- an** (AS), against: answer.
- ante** (L), before: antecedent.
- anti**, *ant* (G), against, opposite: antipathy, antonym.
- auto** (G), self: autobiography.
- be** (AS), to make, at: beware, bestow.
- bi**, *bis* (L), two: bimonthly, bisextile.
- circum** (L), around: circumference, circumspect.
- con**, *co*, *com*, *col*, *cor* (L), with, together: converse, coalesce, compare, collapse, correspond.
- contra**, *counter* (L), against: contradict, counteract.
- de** (L), from, off: detract, decide.
- dia** (G), through: diameter.
- dis**, *di*, *dif* (L), apart, away from: dispose, divide, different.
- en**, *em*, *in* (L), in, into: enclose, embody, induce.
- ex**, *e*, *ec*, *ef* (L), out of, from: expose, evict, eccentric, effect.
- extra** (L), beyond: extraordinary.
- for** (AS), not: forbidden.
- fore** (AS), before: forecast.
- in**, *ig*, *un*, *im*, *il*, *ir* (L), not: insensible, ignorant, unfortunate, impartial, illegal, irrational.
- inter** (L), between: international.
- intro**, *intra* (L), within: introduce, intramural.
- mis** (AS), ill, wrongly: misinformed.
- mono** (G), single, one: monopoly, monotonous.
- multi** (L), many: multitude.
- non** (L), not: noncombatant.
- ob**, *oc*, *of*, *op* (L), against, to, before, toward: obtain, occur, offense, oppose.
- out** (AS), beyond: outclassed.
- over** (AS), above, beyond: overcharge, overhead.
- per** (L), through, by: perform, perceive.
- peri** (G), around: periodical, periscope.
- post** (L), after: postpone, postscript.
- pre** (L), before: preface, present.
- pro** (L), for, forth, forward, before: procure, profuse, progress, prohibit.
- re** (L), back, again: restrain, repeat.
- retro** (L), backward: retrograde.
- se** (L), aside, apart: seclude, secede.
- semi** (G), half: semiannual.
- sine** (L), without: sinecure.
- stereo** (G), solid, hard, firm: stereotyped.
- sub**, *suc*, *suf*, *sug*, *sum*, *sup*, *sus* (L), under, private: submerge, success, suffix, suggest, summon, suppress, suspect.
- super**, *sur* (L), above, more than: supervise, superannuated, surplus.

**trans**, *tra*, *traf*, *tres* (L), over:  
transact, traverse, traffic, tres-  
pass.  
**tri** (L), three: triangle.

**ultra** (L), beyond: ultramarine.  
**un** (AS), not: undecided.  
**under** (AS), beneath: undersell.  
**with** (AS), against: withhold.

## SUFFIXES

The remarks on prefixes on the preceding page apply equally to suffixes. These lists contain only those most common.

**able** (AS), *ible* (L), able to, capable of, given to: payable, convertible.

**ac** (L), like, relating to: maniac.

**acy** (L), state of quality of being: accuracy.

**age** (L), condition, act, collection of: drayage, manage, baggage.

**al**, *ial* (L), relating to: personal, cordial.

**an**, *ian* (L), pertaining to, one who, that which: suburban, American, civilian.

**ance**, *ancy*, *ence*, *ency* (L), state, quality of: allowance, vacancy, absence, solvency.

**ant**, *ent* (L), one who, that which, being: accountant, deponent, constant, adherent.

**ar**, *er* (L), pertaining to, more: circular, smaller.

**ary**, *ery*, *ory* (L), place where, one who, that which: incendiary, refinery, laboratory.

**ate** (L), like, having the quality of, to make or take: actuate, fortunate, regulate.

**ee** (L), one to whom: payee, employee.

**eer**, *ier*, *ist* (L), one who: engineer, cashier, copyist.

**er** (AS), *ar*, *or*, (L), one who: plumber, registrar, surveyor.

**fy** (L), to make: rectify.

**hood** (AS), condition: manhood.

**ic**, *ical* (L), like, relating to: specific, typical.

**ice** (L), condition: justice.

**ile** (L), that may be, relating to: docile, mercantile.

**ine** (L), relating to: saline.

**ion**, *sion*, *tion*, *ation* (L), state, action or result of an act: oblivion, dimension, absorption, computation.

**ise**, *ize* (L), *uze* (G), to make, give or practice: exercise, itemize, analyze.

**ish** (AS), somewhat, like: manish.

**ism** (L), state of being, characteristic: pauperism.

**ity**, *ty* (L), state or quality of being: capacity, liberty.

**ive** (L), one who, having power of: representative, preventive.

**less** (AS), without: priceless.

**ly** (AS), manner: honestly, obliquely.

**ment** (L), state of: curtailment.

**mony** (L), state of: testimony.

**ness** (AS), quality or state of: thriftiness.

**ous**, *eous*, *ious* (L), having: porous, gaseous, copious.

**tude** (L), state of being: solitude.

**ure** (L), action or the result of action: manufacture, signature.

**ward** (AS), direction: westward.

**wise** (AS), manner: lengthwise.



## ABBREVIATIONS

For the use of abbreviations see Lesson 62. While this list of abbreviations is not complete, it contains those in most common use; it necessarily cannot include the innumerable ones peculiar to certain lines of trade. The states and months have been grouped and immediately follow this general list.

- a., acre; accepted  
 a., @, to or at  
 A 1, first quality  
 A.B., Bachelor of Arts  
 abbr., abbreviation  
 acct., a/c, account  
 acct. cur., account current  
 acct. sales, account sales  
 A.D. (*anno Domini*), in the year of  
     Our Lord  
 a.d., after date  
 addr., address, write to  
 advt., adv., advertisement  
 ad val., A/V (*ad valorem*), according to  
     value  
 Admr., administrator  
 Admx., administratrix  
 ae., aet. (*aetate*), of age, aged  
 agt., agent  
 alt., altitude  
 A.M., Master of Arts  
 a.m., A.M., (*ante meridiem*), before  
     noon  
 amt., amount  
 anon., anonymous, unknown  
 a., ans., answer  
 App., appendix  
 approx., approximately  
 aq. (*aqua*), water  
 ar., arr., arrive  
 A.R.A., Associate of the Royal  
     Academy  
 Assn., association  
 Asst., assistant  
 Atty., attorney  
 Atty.-Gen., Attorney-General  
 av., average  
 A.V., authorized version  
 Ave., Av., avenue  
 avoir., avoirdupois  
 b., born  
 B.A., Bachelor of Arts, British Amer-  
     ica  
 bal., balance  
 Bart., baronet  
 bbl., brl., bar., barrel  
 B.C., before Christ, British Columbia  
 bdl., bundle  
 bds., (bound in) boards  
 B/F, brot. fwd., brought forward  
 bg., bag  
 bk., book, bank  
 bkts., baskets  
 B.L., Bachelor of Laws  
 B/L, B.L., bill of lading  
 bldg., building  
 bls., bales  
 b.o., buyers' option  
 bot., bought  
 boul., blvd., boulevard  
 B/P, b. pay., bills payable  
 B/R, b. rec., bills receivable  
 Bro., brother  
 Bros., brothers  
 B.S., Bachelor of Science  
 b/s, bill of sale  
 bu., bushel, bushels  
 Bus. Mgr., Business Manager  
 bx., bxs., box, boxes  
 C, hundred  
 C., centigrade

- c., ¢, cent  
 c., centimes  
 ca., cs., case, cases  
 c.a.f., cost and freight  
 Can., Canada  
 cap., caps., capital letters  
 Capt., Captain  
 cash., cashier  
 cat., catalog  
 C.B., cash book  
 cc., cubic centimeters  
 C.C., circuit court, county court,  
     county commissioner  
 C/D, carried down  
 C.E., Civil Engineer  
 cert., certif., certificate  
 cf. (*confer*), compare  
 C/F, carried forward  
 c.f.i., c.i.f., cost, freight, and insurance  
 chg., charge  
 C.H., courthouse, custom house  
 chap., chapter  
 ck., check  
 c.l., car lots  
 cm., centimeters  
 cml., commercial  
 Co., company, county  
 c/o, in care of  
 C.O.D., collect on delivery  
 Coll., collection, collector, college  
 Col., Colonel  
 com., commission, committee  
 con. (*contra*), against  
 Cong., Congress  
 Cor. Sec., corresponding secretary  
 Corp., corporation  
 C.P., court of probate, common pleas  
 C.A.P., certified public accountant  
 cr., credit, creditor  
 c.w.o., cash with order  
 cwt., hundredweight  
  
 d., pence, died, daughter, dollars  
 D.C. (*da capo*), from the beginning  
  
 D.C.L., Doctor of Civil Law  
 d.d., days after date  
 D.D. (*divinitatis doctor*), Doctor of  
     Divinity  
 deft., dft., defendant  
 deg. (°), degrees  
 dep., deputy, deponent  
 dept., department  
 dft., draft, defendant  
 D.H., deadhead  
 diam., diameter  
 disc., discount  
 Dist., district  
 div., dividend  
 do. ("), ditto, the same  
 dols., dollars  
 doz., dz., dozen  
 Dr., debit, debtor, doctor  
 d/s, d.s., days after sight  
 dwtf., daily and weekly till forbidden  
  
 ea., each  
 E. & O.E., errors and omissions ex-  
     cepted  
 ed., editor  
 edit., edition  
 E.E., errors excepted  
 e.g. (*exempli gratia*), for example  
 enc., encl., enclosed, enclosure  
 Eng., England, English  
 e.o.d., every other day  
 eq., equal, equivalent, equity  
 est., established, estate  
 et al. (*et alii*), and others  
 etc., & c. (*et cetera*), and so forth  
 et seq. (*et sequentia*), and the follow-  
     ing  
 exch., exchange  
 ex. cp., without coupon  
 ex. div., without dividend  
 Exec., Executor  
 Execx., Executrix  
 exp., expense, express, export, ex-  
     porter

f., francs (French money)  
 f., fol., folio  
 F., Fahr., Fahrenheit  
 f.a.s., free alongside ship  
 fcp., foolscap  
 ff., following  
 fig., figure  
 Fin. Sec., Financial Secretary  
 f.o.b., free on board  
 F.R.C.S., Fellow of the Royal College  
     of Surgeons  
 F.R.G.S., Fellow of the Royal Geo-  
     graphical Society  
 F.R.S., Fellow of the Royal Society  
 frt., freight  
 ft., foot  
 fwd., forward

g., gram (metric weight)  
 gal., gallon  
 G/A, general average  
 G.A.R., Grand Army of the Republic  
 G.B., Great Britain  
 G.F.A., general freight agent  
 G.M., general manager  
 G.H.Q., general headquarters  
 G.O., general order  
 Gov., Governor  
 G.P.A., general passenger agent  
 G.P.O., General Post Office  
 gro., gross  
 G.T.A., general ticket agent

hab. corp. (*habeas corpus*), you may  
     have the body  
 hdkf., handkerchief  
 H.E., Hydraulic Engineer  
 hhd., hogshead  
 H.J.S. (*hic jacet sepultus*), here lies  
     buried  
 H.M., his majesty  
 H.M.S., His (or Her) Majesty's  
     Steamer, Ship, or Service  
 h.p., horse power

H.R.H., His (or Her) Royal Highness  
 hr., hrs., hour, hours  
 hund., C, hundred

ib., ibid. (*ibidem*), in the same place  
 id. (*idem*), the same  
 i.e. (*id est*), that is  
 I.H.S., Jesus  
 in., inches  
 inc., incorporated  
 incog. (*in cognito*), unknown  
 ind., index  
 inf. (*infra*), beneath, below, herein-  
     after  
 ins., insurance  
 int., interest  
 in trans. (*in transit*), on the way  
 inv., invoice  
 invt., inventory  
 IOU, I owe you — an acknowledg-  
     ment of debt  
 it., ital., italics

J., judge  
 JJ., judges  
 J., Jour., journal  
 j/a, joint account  
 J.P., Justice of the Peace  
 Jr., jr., junior  
 Junc., junction

k., carat  
 k.d., knocked down, not set up (furni-  
     ture)  
 kg., kilo., kilograms  
 kilo., kilograms, kilometers

l., liter (metric measure)  
 L., l., £, a pound sterling  
 lat., latitude  
 lb. (*libra*), a pound  
 l/c, l.c., letter of credit  
 l.c., lower case (type)  
 l.c.l., less than car lots  
 L.F., ledger folio

- lib. (*liber*), book  
 Lieut., Lt., lieutenant  
 LL.B. (*legum baccalaureus*), Bachelor of Laws  
 LL.D. (*legum doctor*), Doctor of Laws  
 lon., longitude  
 L.S. (*locus sigili*), place of the seal  
 L.s.d. (*libra, solidi, denarii*), pounds, shillings, pence  
 Ltd., limited  
  
 M., Monsieur, (*mille*) thousand, (*meridies*) meridian, noon  
 m., meter, mark (German money), minutes, miles  
 M. A., Master of Arts  
 Maj., Major  
 M.C., Member of Congress  
 M.D. (*medicinæ doctor*), Doctor of Medicine  
 M.E., Mechanical Engineer  
 mdse., merchandise  
 mem., memo., memorandum  
 mfg., manufacturing  
 mfrs., manufactures  
 mgr., manager  
 min., minutes  
 misc., miscellaneous  
 Mlle., Mademoiselle (Miss)  
 MM., Messieurs, gentlemen  
 mo., mos., month, months  
 M.O., money order  
 M.O.D., money order department  
 M.P., Member of Parliament, military police  
 m.s., months after sight  
 ms., MS., manuscript  
 mss., MSS., manuscripts  
 mt., mount, mountain  
  
 N.B., n.b. (*nota bene*), note well  
 N.G., no good  
 nol. pros. (*nolle prosequi*), unwilling to prosecute  
  
 no., No., number  
 N.P., notary public  
 non. seq. (*non sequitur*), it does not follow  
 N/S, not sufficient (funds)  
  
 %, per cent  
 ob. he (or she) died  
 O.K., correct  
 O.R., owner's risk  
 O.S., Old Style (previous to 1752)  
 oz., ounce  
  
 p., pp., page, pages  
 par., paragraph  
 payt., payment  
 pc., pcs., ps., piece, pieces  
 pd., paid  
 per cent. (*per centum*), by the hundred  
 per annum, by the year  
 pfd., preferred  
 Ph. D. (*philosophiæ doctor*), Doctor of Philosophy  
 pinx, pnx (*pinxit*), he (or she) painted it  
  
 pk., peck  
 pkg., package  
 plff., plaintiff  
 p.m., P.M. (*post meridiem*), afternoon  
 P.M., postmaster  
 P.O., post office  
 pp., pages  
 P.P., parcel post  
 pr., pair  
 Pres., President  
 Prin., Principal  
 Prof., Professor  
 pro tem. (*pro tempore*), for the time being  
 P.S., postscript  
 pt., pint, part, payment  
  
 Q., question, query  
 q.e.d. (*quod erat demonstrandum*), which was to be demonstrated

**Q.M.G.**, Quartermaster-General

**qr.**, quire, quarter

**quar.**, quarter, quarterly

**qt.**, quart, quantity

**Que.**, Quebec

**q.v.** (*quod vide*), which see; (*quantum vise*), as much as you will

**rd.**, rod

**R.D.**, **R.F.D.**, rural delivery

**re**, in regard to

**recd.**, received

**rect.**, receipt

**Rec. Sec.**, recording secretary

**ref.**, reference, referee

**Rep.**, Representative

**ret'd.**, returned

**rev.**, revise

**rm.**, ream

**r.p.m.**, revolutions per minute

**R.R.**, railroad

**Ry.**, railway

**s.**, shilling

**S.B.**, sales book

**Sec.**, secretary

**sec. or sect.**, section

**Sen.**, Senator

**s.c.**, small capitals

**sculp.**, he (or she) engraved it

**scil.**, **sc.** (*scilicet*), to wit, namely

**seq.** (*sequentia*), the following, the next

**shipt.**, shipment

**sine die**, without a day for meeting

**s.o.**, seller's option

**soc.**, society

**sp. gr.**, specific gravity

**sq.**, square

**Sr.**, **sr.**, senior

**ss.**, **SS.** (*scilicet*), to wit, namely, that is to say

**S.S.**, steamship

**St.**, street, saint

**st.** (*stet*), let it stand

**Supt.**, Superintendent

**t.**, ton

**tal. qual.** (*talis qualis*), just as it comes, average quality

**tel.**, telephone, telegraph

**tf.**, till forbidden

**tonn.**, tonnage

**tr.**, translation, transpose

**Treas.**, treasurer

**twp.**, township

**u.c.**, upper case, capitals

**V.P.**, vice president

**via**, by way of

**vice versa**, the reverse

**vid.**, **vide**, see

**viz.** (*videlicet*), to wit, namely

**V.**, **vol.**, volume

**vs.** (*versus*), against

**vv. ll.** (*variae lectiones*), various readings

**W/B**, **w.b.**, waybill

**whf.**, wharf

**w.f.**, wrong font (of type)

**wk.**, week

**wt.**, weight

**x**, by

**X**, express

**XX**, good quality

**XXX**, very good quality

**XXXX**, best quality

**y.**, **yr.**, year

**yd.**, yard, yards

**z.**, zero, zone

**zn.**, zinc

#### COMMON SYMBOLS

**#**, pounds, number: **2#**, 2 pounds;  
**#2**, number 2

**✓**, checked

**✓✓**, double check

- ^ , caret, indicating an omission      ' linear feet, or minutes (of longitude)  
 2/10, n/30, less 2% in ten days or net      " linear inches, or seconds (of longitude)  
 in thirty

### ABBREVIATIONS OF STATES AND POSSESSIONS OF THE UNITED STATES

In connection with state abbreviations it should be remembered that the United States Postal Department has requested that to facilitate delivery of mail the names of the states be written in full on the envelopes. As good citizens and as good business men we should heed this request. The abbreviations may be used in filing, etc.

Alabama	Ala.	Montana	Mont.
Alaska (do not abbreviate)		Nebraska	Neb.
Arizona	Ariz.	Nevada	Nev.
Arkansas	Ark.	New Hampshire	N.H.
California	Calif.	New Jersey	N.J.
Canal Zone	C. Z.	New York	N.Y.
Colorado	Colo.	North Carolina	N.C.
Connecticut	Conn.	North Dakota	N. Dak.
Delaware	Del.	Ohio (do not abbreviate)	
District of Columbia	D.C.	Oklahoma	Okla.
Florida	Fla.	Oregon	Ore.
Georgia	Ga.	Pennsylvania	Pa.
Guam (do not abbreviate)		Philippine Islands	P.I.
Hawaii (do not abbreviate)		Porto Rico	P.R.
Idaho (do not abbreviate)		Rhode Island	R.I.
Illinois	Ill.	Samoa (do not abbreviate)	
Indiana	Ind.	South Carolina	S.C.
Iowa (do not abbreviate)		South Dakota	S.Dak.
Kansas	Kan.	Tennessee	Tenn.
Kentucky	Ky.	Texas	Tex.
Louisiana	La.	Utah (do not abbreviate)	
Maine	Me.	Vermont	Vt.
Maryland	Md.	Virginia	Va.
Massachusetts	Mass.	Washington	Wash.
Michigan	Mich.	West Virginia	W. Va.
Minnesota	Minn.	Wisconsin	Wis.
Mississippi	Miss.	Wyoming	Wyo.
Missouri	Mo.		



## ABBREVIATIONS OF MONTHS

January	Jan.	July (do not abbreviate)	
February	Feb.	August	Aug.
March	Mar.	September	Sept.
April	Apr.	October	Oct.
May (do not abbreviate)		November	Nov.
June (do not abbreviate)		December	Dec.























